# Expatriate's Employment Handbook: Seeing the World and Getting Paid for It

# EXPATRIATE'S EMPLOYMENT HANDBOOK

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# Preface

Working overseas began as quite a paradox for me. I responded to dozens of advertisements promising high pay, adventure, and travel, but I was always disappointed with the lack of specific addresses and "how-to" information in the materials I received. Those brief publications usually contained only wandering rhetoric with a "go-get-'em" pep talk and a few generalized addresses of government agencies such as the Peace Corps. I got the impression that much of the information on overseas jobs was being produced by college graduates who, after spending a summer in France or England, decided to write about working abroad. They probably understood the mechanics of research and publication rather well but had no idea what life is like on an offshore oil rig. Consequently, their publications focused on government clerical vacancies and foreign teaching jobs. There's nothing wrong with that, but it did little for me as a specialized technician.

I began collecting addresses of companies and personnel agencies more specific to my needs, and eventually I realized

that my collection had evolved into a system that could be used by anyone interested in overseas employment. It's a system particularly well suited to filling the void that currently exists for the *real* work force overseas—the technicians, construction workers, engineers, and service-industry personnel. It's an efficient system that has never failed to produce job offers every time I've used it, and it incorporates dozens of tips and suggestions developed over twenty years of experience in foreign countries. Hopefully, the years of research that went into the making of this book will benefit you throughout your overseas career. Designed as a complete source of information for both newcomers and professionals, this book is dedicated to the overseas workers whose lives revolve around worn luggage, the thud of visa stamps, and an insatiable desire for travel and experience.

—DENNIS RILEY

Section I

# The Search

# 1

# The Real World Overseas

Directly in front of me is the Pacific Ocean, flat and mirrorlike on a beautifully calm day. Looking out from under a shaded palm canopy, I watch as a school of mullet break free of their watery world, blasting into the air with an audible "woosh" in an attempt to escape a hunting predator.

My plan is to spend the afternoon fishing on a long coral reef just off the beach. As I wade into the fluorescent blue-green water, I smile at the thought that has been coming to mind all day . . . I'm being paid to be here. Conditions such as these are why I enjoy working overseas so much, and while the preceding description is entirely truthful, it doesn't tell the whole story for someone who is interested in working overseas for the first time.

The other side of this example was that, because of the tropical environment, the company didn't have any trouble finding plenty of applicants, and the pay was consequently low (relative to other overseas contracts). But when you take free housing, free food, and no-tax status into consideration, it doesn't take long to realize that a year in

the tropics can produce a good tan and money in the bank. The key to having a clear picture of the real world overseas is to consider all aspects of the situation, such as pay, living conditions, and tax advantages.

In this particular tropics contract, the overall picture was good. The housing consisted of a small but neat private room, the food was well prepared, and the working conditions were pleasant. All that was lacking was the pay, which one friend compensated for by purchasing a boat and starting his own offshore charter fishing business. The business paid for his expenses and occupied his spare time, and at the end of his contract he had paid for the boat and put money in the bank. The last I heard, he had renewed his contract and was planning to buy a larger boat.

In stark comparison to the relaxing tropics was a contract I worked in the Middle East. Here, money outweighed all other considerations. Salaries in the Middle East are generally higher because of the harsh environment; the climate is extremely hot, interacting in most Middle Eastern cultures is difficult for Westerners, and the isolation of a desert construction camp can be severe. I was lucky enough to get a nice, private room that I filled with computers and video equipment to fill my spare time. If you're a self-motivator and can find ways to occupy yourself to compensate for the isolation, payday makes it all worth the effort.

As a general rule, pay is relative to the environment. Rest assured you'll be offered more to work in Greenland than the Caribbean. Beyond that, it's largely a matter of weighing the variables of each particular situation. Again, the pay may be low on a contract you're offered, but what about the overall picture? If the geographical area is of interest to you, you can travel on weekends, or perhaps you feel the area is attractive because it offers scuba diving or the potential for starting a business on the side.

Try to give this point some consideration before you start receiving offers: Are you willing to sacrifice the majority of your accustomed comforts and take a contract in a harsh environment for the sole purpose of making a lot of money,

or would you be happier working for a little less money in a country where you could travel and learn about the local culture?

In all honesty, I took my first overseas jobs with money as the main objective, but as time goes by I find myself leaning more toward contracts that are of shorter duration, such as start-up jobs at new facilities that require a high degree of specialization and usually last less than one year. Technical challenge has become an important consideration for me, and specializing in start-up operations also affords the luxury of ample time off between jobs. I mention this to point out the evolutionary process you are likely to go through during your overseas career. It helps to realize that one day you will be the expert in your field, so try to imagine where you want to be twenty years from now and choose the contracts that will give you not only money, but also the experience to reach your future objectives.

Boredom can be a major factor in some overseas assignments. Many overseas jobs are in remote, isolated areas, and the ability to keep yourself occupied is imperative. Everyone gets lonely, especially on a remote drilling platform or even in a city thousands of miles from your home and friends. My personal method for beating boredom is to immerse myself in a major project each time I take a new contract. It may be pursuing a college degree or technical training program through correspondence, or setting up a lapidary shop for polishing stones particular to the area. Whatever your interests, I strongly suggest total immersion in some hobby or endeavor to prevent your spare time from affecting your overseas experience adversely.

On the other hand, I've known some people who use remote overseas jobs as a means of relaxing and recharging their batteries. For them, the luxury of retiring in front of an elaborate video system every evening is a tonic, and why not? They can enjoy their pastime knowing their bank account is growing and the hassles of tax-time and rush hour are behind them. Freedom is a quality enhanced through overseas employment—freedom from the rat race, freedom

from dead-end jobs, and freedom to design your own future. I can remember walking along a beach in Malaysia with a leather bag slung over my shoulder; I had just finished a contract in the Middle East, my bank account was full, I didn't owe a cent to anyone in the world, and there was no place I had to be. It was a luxurious feeling I'll remember as long as I live.

Overseas contracts vary widely, but the best ones have it all: good pay, pleasant housing, and an interesting job. Those are the ones that the pros stick with and turn into a system. One friend works a month-on, month-off schedule on an offshore oil rig. He spends his month off at his secluded, rustic home in the Colorado Rockies, where he restores antique automobiles. Another friend works in Saudi Arabia and spends his liberal vacation time at a beach resort he owns in Thailand. The possibilities are limitless.

Working and living overseas is rewarding, not only financially but in the unique experiences you'll have in different cultures. Perhaps the most remarkable realization for me was that life as we know it in the United States is unique to this small portion of the world. It's very easy to take the conveniences of our society for granted until you visit some of the destitute Third World countries and experience their plight. It's literally shocking to finally recognize the percentage of the world's population that lives under conditions of abject poverty. If nothing else, experiences such as these will make you aware of what you have—and grateful. It's a moving experience when someone who earns less in a year than you do in a week offers you a bowl of rice and a genuine smile. This is the norm in most places, and regardless of media sensationalism to the contrary, the people of most Third World countries are kind and extremely hospitable. In my experience, this is the real world overseas, and it's the reason I keep going back time after time.

## Contracts

An overseas employment contract is an agreement between you and your employer. For the benefit of both you and the employer, it states the specific terms of employment in advance. It stands to reason that a company doesn't want to go to the expense of flying you halfway around the world only to have you leave because of misrepresentation on the part of either party. You benefit by knowing what you're getting into in advance.

The majority of overseas contracts are through U.S.-based companies; consequently, the terms of the contract are subject to U.S. laws. This means that any misrepresentation, fraud, or default on the part of a company can be tried in a U.S. court, should you feel such action is necessary. You don't have this safeguard, however, when you are employed by a foreign company or government. In the case of a friend who worked for a small Middle Eastern company, payday came around and he was told that because of some difficulties, his pay would be delayed until the following week, at which time, he was assured, he would receive full payment. When the second payday came and went with no remuneration, his efforts to reach managers higher in the company were stalled, and several weeks later the company ceased to exist because of financial problems. By now he was owed thousands of dollars and had lost other important contract benefits, such as travel expenses, vacation pay, and an end-of-contract bonus. His only recourse was to file legal action against the company in a country where the legal system was not only archaic, but hampered by graft and corruption. He ended up losing a very large sum of money.

The point here is to use caution when employed by a non-U.S.-based company. If the terms of the contract seem agreeable to you, by all means take the job, but be cautious at the first sign of a problem. My basic rule is to let a pay problem go no longer than one week. Then, confront company representatives with your intent to leave. If you don't receive payment or a satisfactory answer, bail out and take a small

loss rather than allow the problem to magnify over months. The chances of this happening to you are slim, but I mention the instance simply so that you're informed and aware of contingencies. And again, understand that we're talking about potential problems with a non-U.S. employer only.

An overseas employment contract usually includes the following categories in one form or another. A brief description of each will help you understand what to expect.

## Position Classification and Pay Rate

This shows what job you are being hired to do (it may include an actual job description) and your hourly wage or monthly salary.

## Hours

A point of consideration: Many overseas jobs are based on a forty-eight-hour work week. Be sure your recruiter spells out whether your overtime pay will start after forty hours or forty-eight hours per week.

## Point of Hire

This should be your actual residence, not a major city that's close by. The difference is that if you live fifty miles from Pittsburgh and put "Pittsburgh" down as your point of hire, you may not be reimbursed for travel expenses to the airport. If that doesn't sound like a big deal, multiply it six or eight times (typical of liberal Middle East contract vacations) and it begins to be an expense worthy of attention.

## Vacations

Some contracts offer liberal vacations, such as two weeks of paid vacation every three months. That makes four vacations per year, but of those four only one includes round-trip airfare to your point of hire. The other three vacations will include round-trip tickets to London (typical example). Of course, you can add an additional amount to the price of a ticket to London and fly home every three months if

**Among the benefits of overseas employment are the liberal vacation policies offered by many employers, which allow ample opportunity for travel. Here, the author enjoys parasailing during a paid holiday in Mexico.**

you desire. Or you can simply take the cash value of the London airfare and use it to pay for a ticket to someplace on the Mediterranean and still have money left over to finance your vacation. Other contracts may stipulate one vacation per year including round-trip airfare to the point of hire, while some even offer cash payback for unused vacation time.

## Medical

Be careful here. The term "All medical expenses are free" looks great on paper, but think about where you're going. Free medical care in Ethiopia may leave something to be desired. Question your recruiter carefully. Will you be sent to a local hospital in an emergency? Are the doctors there American, Egyptian, Indian? Does your company have a doctor? Will your company air-vac you out to a Western country if a serious problem develops? Who pays for an air-vac if one is needed?

## Travel/Relocation Pay

Some companies offer a daily "per diem" or flat rate that

you are authorized to spend while traveling to your new job location. Others ask you to keep your receipts for itemized reimbursement. Either way, your expenses are covered. The only thing to be aware of is that some companies may require a "payback" of relocation expenses if you should break your contract by leaving before the agreed-upon length of employment.

## Housing

Housing can range from luxurious houses to construction-camp tents. Again, "free housing provided" is rather vague, so be sure your recruiter is specific about the arrangements. Will you have a private room or be expected to share a room? Will there be any charge for housing? Any maid service?

**Housing can vary widely, depending on the country and the employer. This Pacific island duplex is typical of management housing.**

### Renewal Bonus

After successful completion of your contract, most companies offer a sort of "re-enlistment" bonus that will usually be a percentage of your first-year salary, paid monthly over the following year. Lump-sum bonus payments at the end of a contract are getting rare because companies have realized they can provide the motivation for employees to stay longer by extending the payment of a bonus over an entire year.

### Termination Agreement

Basically, this clause states that if the company ceases operation of its project, they will be under no further obligation to you. Most companies clearly state that under these circumstances, they will provide you with a return ticket to your point of hire. On the other hand, if you quit before the agreed-upon time of your contract, the company is under no obligation to provide return transportation. As previously mentioned, some companies may also require you to repay relocation expenses.

### Miscellaneous

Other clauses on the contract will cover points such as shipment of personal goods, vaccinations (if required), regulations and laws of the country that you will be employed in, and other benefits. Ask your recruiter for clarification on any items that aren't completely clear to you.

## Living Conditions

The quality of housing can vary widely depending on the country you are in and the company you're working for, so I'll give some examples. On one contract I was given a brand-new, furnished studio apartment in a large complex. Downstairs there were recreation rooms, video rooms, a swimming pool, and a cafeteria. All of this, in addition to

my own car, was free. In comparison, I was on one start-up job in the Middle East where I was given a bed and a locker in a large, open-bay facility shared by a dozen other men. If you've been in boot camp, you know the feeling. The only consolation in this case was that the situation was temporary because we were the first group to arrive on site. We were later given individual rooms in a nice facility, but the first two months were tough. Keep in mind that start-up operations of this type can be hard going during the initial months. If the company is good, they'll send in logistics people to establish housing and recreational facilities ahead of everyone else. If you're among the first to go in on a new project, you may be asked to "help establish things," which can mean anything from renting apartments to unloading produce at three in the morning. I've been in that situation, and the only consolation for me was that the project manager was slinging cases of produce right along with me because the warehouse people had not yet arrived.

Typical housing in many Middle East countries is a "villa,"

**The rank and file often live in dormitories such as this one.**

or what we refer to in the States as a two-story, four-bedroom house. It is usually shared by two or three bachelors who have their own private rooms, but who share common areas such as the kitchen, living room, and bath. In Saudi Arabia for example, the villas I've seen had small yards surrounded by high walls that afforded at least some degree of outside privacy. Families on "accompanied" status can expect the same types of variations in housing, from a nice, private house to a duplex trailer in the desert. The bottom line here is to find out in advance what kind of housing to expect.

## Preparations

Once you accept a contract and find yourself overseas, you can expect dozens of routine details to crop up, such as applying for a driver's license, shopping for necessities, and settling into your new house. You'll be busy enough without trying to take care of problems back in the States through correspondence, so get organized now, before you leave. And if getting organized is good sense, consolidating is the key to it all.

My first job overseas revolved around payday, and when that highly anticipated event rolled around, I began to run into an abundance of small problems. My checking account was in California, my savings account was in the Channel Islands, and my paycheck was being sent from New York City (to be cashed in Saudi Arabia). Toss a mistake by a bubble-gum-chewing teller into the middle of this scenario and the result was chaos.

The next time, I was prepared. Before leaving the States on my next contract, I opened an account that had all the services I needed consolidated into one simple statement; my check was deposited directly into an account that also offered savings and credit-card convenience. One statement, no hassles.

Mail is another area of concern when working overseas, and it pays to enlist the services of a good mail-forwarding

business before you leave. If you have a family or a friend who will forward your mail for you, you're lucky, but if you're going to close up the apartment and follow the sunset, I strongly suggest consolidating your mail through a forwarding service. They're low-cost and efficient, and they'll save you from the drudgery of sending dozens of change-of-address notices every time you move. With a mail service, one letter is all it takes to change your address. You can have your mail forwarded as often as you like, but I have mine forwarded once a week to keep costs down. An additional benefit is that the service packages all your mail in one large manila envelope instead of forwarding a dozen or more separate letters. In a Third World country where lost mail is an everyday occurrence, reduced volume is reduced risk.

Traveling through South America at the end of your contract? No problem; notify your mail service to hold your mail, then contact them with your address in Rio de Janeiro. During my early years overseas I lost contact with several close acquaintances from different countries, undoubtedly because of my extensive traveling and numerous address changes. Since I began keeping a permanent address through my forwarding service, I've received letters from friends I hadn't heard from in years. In one case, I received a letter from an acquaintance I'd worked with years before in Africa. He was involved in the staffing of a new project in the Pacific and wrote to see if I was interested in a manager's position. It just so happened that I had recently completed a start-up project and was in Hawaii when his letter was forwarded to me. One week later I was managing a new project without ever having initiated a job search. Another luxury of maintaining a permanent address is being able to have business cards printed for distribution to professional acquaintances and friends, and knowing that each time you hand one out it may result in a referral years later.

Other advance preparations are mainly common sense items. If you wear eyeglasses or contacts and are going to be in an isolated area, take spares. If you're going to a remote area and don't want to rely on frontier dental procedures,

have any necessary work done before you leave the States. Think about it; it's a motivator.

Feel free to carry as much sports or hobby equipment as you like, but my rule of thumb is to carry only those items I won't be able to purchase where I'm going. The luxury of traveling light offsets any inconveniences, and it's a good system. At the end of my contract I sell everything I purchased locally, such as stereo, TV, sports gear, and so on. That way I can travel light and purchase new equipment at my next location, which allows me to try different products and eliminate certain aspects of a previously owned product that I found undesirable. If all else fails and you can't find an item you want locally, refer to the mail-order section of this book. You'll find that mail-order catalogs are among the top ten in the list of desirable books in remote job locations.

## Travel

People constantly remark that it must be exciting to work overseas and travel all over the world. Granted, the first few months of any new contract are exciting; there are interviews to attend, things to pack, planes to catch, and jobs to learn. But eventually it will all settle into a routine just like anything else. The novelty of Arctic tundra or a Middle Eastern desert can wear off quickly.

Travel is an excellent way to maintain a level of anticipation and excitement. During a typical one-year contract, try to take a short weekend trip at least once a month. It gives you something to look forward to, and even a bus trip in a foreign country will leave lasting impressions. The most important point I can make is to be sure you don't fall into the trap of saying to yourself, "I'll visit that old castle when I come back." Chances are you'll never be back, so see the sights and grab the experiences while you can. Don't let the cost of a plane ticket stop you from making a weekend trip to a neighboring country. Looking back on many such trips, I can vividly remember the smell of fresh-baked bread

**Opportunities for exotic adventure abound when one is employed overseas. Even short weekend trips like this Yukon River snowshoeing stint the author went on in Alaska help to maintain a feeling of anticipation and excitement while on the job.**

along cobblestone alleys, but I haven't the faintest idea how much the plane ticket cost.

## How to Get There

The remainder of this book is devoted to the mechanics of getting a job overseas. There are sections on how to develop your job search, addresses of hundreds of companies and personnel agencies, and tips on how to develop your own "master list" of companies that hire for your specific career field.

Once you get there, this book will continue to assist you

in everyday life overseas by providing addresses for mail-order products, mail-forwarding services, financial information, and emergency services.

Even as your overseas job is coming to an end, the information contained herein will assist you in contacting various overseas employment newsletters that will keep you informed of current projects and trends in overseas employment.

Due to the nature of this type of publication, constant revisions will be required. Companies come and go, addresses change, and trends in overseas employment fluctuate. While every attempt has been made to provide accurate information, please understand that changes are taking place as this is being written. In order to compile accurate information for future revisions of this book, you are invited to contribute information regarding companies that have gone out of business, address changes, new projects overseas, or even suggestions on how improvements can be made. As a member of the overseas employee community, this is *your* book, and your contribution to its accuracy will be appreciated by all of us, worldwide.

# 2

# Job Hunting

Over the past twenty years I've developed a simple procedure for job searching that has never failed to bring me an offer of employment. All that you need to implement your own job search is this book, a typewriter, and some stationery. Through a long period of evolution, I've refined the process to the point where you should experience no wasted effort or misdirection, and best of all, you can begin today.

The object of the search is "total market saturation," which means putting your résumé on the desk of every potential overseas employer you can identify. Contact potential employers two ways: through direct correspondence and personnel agencies. This ensures total market coverage (circulation) of your résumé. If there's an opening out there and you missed the company using your direct correspondence approach, chances are good that one of the personnel agencies you've enlisted will make the contact for you through its computer networks. This market saturation concept is the key to it all, and it's just as simple as it sounds. All

you need to do now is identify the companies and agencies that deal in openings for your type of work.

Start your job search with one crystal-clear objective: to go all-out until you get the job you want. Getting an overseas job is largely a matter of timing, and the wait for the right opportunity may be months. It seems that December is about the worst time of the year to launch a campaign and expect any kind of reply, but after the first of the year, new projects often materialize. Having your résumé out there puts you in contention. Some overseas projects come together extremely fast. By the time a company's executives finalize a contract for the operation and maintenance of a facility, the construction crews may already be in their final phase. This prompts a frantic rush to get O&M managers hired and in place. Being caught in a corporate whirlwind like this can put you in a foreign country almost overnight. But on the average you can expect to spend several months of waiting and negotiating after you've put out your applications. If you have a job, keep it. Use your evenings and weekends to launch a serious campaign, then negotiate any offers from a position of flexibility. If you're unemployed, there's a lot of pressure to jump at the first offer without taking time to look at the whole picture. Above all else, don't get discouraged. Landing a good overseas job takes time and persistence.

## Identifying Potential Employers

You need to identify employers that hire for your specific type of work and to begin developing your own "master list" of overseas employers. This is probably the most important and most challenging portion of your overall job search, so let's approach it step by step.

First of all, recognize that this particular part of your job search is an ongoing, evolutionary process. You'll contact hundreds of companies in an effort to separate those that hire individuals in your occupation from those that do not.

As soon as replies start coming in, begin your master list of only those companies that pertain to your occupation. This is a "weeding-out" process. Some companies write back stating they don't hire mechanical engineers, for example. Cross their addresses off your list. You are already making progress toward your goal by eliminating the addresses of overseas companies that are of no use to you. Look for replies that state, "While we don't have any current openings, we'll keep your résumé on file." Indirectly they're saying yes, they do hire mechanical engineers, and that's all you need to know. You've successfully identified a potential employer even though they didn't offer you a job. Next time around they may have just the job you're looking for.

Initially, you'll fill your trash can with negative replies from dozens of companies. *That's progress.* Expect it and don't be discouraged. You're simply identifying companies that don't have what you're looking for and can consequently be checked off your list. Soon you will have a respectable master list of companies, all of which hire people in your specific occupation. At this point, you initiate your serious job search by sending résumés to those companies that you have identified as potential employers. You have now developed a refined, professional system that brings results.

## Cover Letters

Think of a cover letter as the way you introduce yourself and give a brief statement of your interests. Use it to establish who you are and the type of work you do, and to point out that you're available for a personal interview. Specific job experience should be left to the attached résumé.

You must individually address the cover letter to each company or agency you contact, and this is where the problem begins. Launching a major job search campaign means contacting hundreds of companies, and that means hundreds of individually addressed cover letters. You can copy a résumé several hundred times, but you must

individualize the cover letters. Typing several hundred cover letters can be an onerous task, especially when the content is always repetitive since the company name/address is usually the only part that changes. There are several possible solutions to the problem. The best method is to use a computer and letter-quality printer. You can develop a data base that will hold hundreds of addresses of companies that hire for overseas positions. In effect, you computerize your master list. When you launch a new job search, simply write one cover letter, which you store in the data base. You "merge" a specific company name and address with the standard cover letter text and direct the computer to print each one as an individualized cover letter. The system can also print the company addresses on mailing labels that you simply stick on, which saves typing hundreds of envelopes. Then all that's left is to staple a copy of your résumé to each cover letter and mail it off. When the individual companies respond, use their company stationery to cross-check the addresses and phone numbers on your master list. If an original letter is returned as undeliverable, simply delete the company from your master data base.

Using your own computer to develop your master data base and to print applications is by far the easiest way to develop a professional and effective system, but there are other options. One is to simply type a basic cover letter and give it (along with a list of addresses) to a business services office and have them print the individualized cover letters and mailing labels on their computer. Then all you have to do is staple a copy of your résumé to each cover letter and affix a mailing label to each envelope. An advantage here is being able to travel without the added bulk of a portable computer.

As a last resort, you can always type a standard cover letter without a company name or address, then run several hundred copies and attach one to each résumé. You still have to address each envelope, but it saves writing hundreds of individual cover letters. I used this method years ago when trying to initiate a job search from remote locations, but

a copied cover letter can give the impression that the person who sent it takes shortcuts or is lazy. I'm sure there are many who cringe at the thought of a copied cover letter, but the content of the résumé is the important point, and any recruiter who dismisses a person's experience in favor of administrative form is missing the boat. While the use of individualized cover letters is highly recommended for making a good impression, the use of copied cover letters is an option for someone in a remote location with little more than a typewriter and paper.

One final tip: put "Attn: Personnel" in the bottom left-hand corner of each envelope. A letter addressed to a large multinational corporation may go through days of interdepartmental forwarding before finally reaching the personnel department. This final touch can prevent your application from gathering dust in a receptionist's in-basket.

## Résumés

I won't dwell on form and content of résumés since there are hundreds of books on the subject, but let's think for a moment about the "intent" of a résumé. Imagine yourself as a personnel recruiter who is somewhat tired of being inundated daily with a barrage of applications. This morning you have a position to fill and you've narrowed the prospects down to two candidates with nearly identical experience. Their résumés are in front of you and, as you begin reading the first one, you immediately see that it is concise and to the point. You move through it quickly, picking out the information you want and set it aside. Subconsciously you have a good feeling about it because it didn't waste your time. The second résumé is written in wandering longhand with flowery adjectives and lengthy descriptions that are not pertinent to the objective of a résumé—to convey *specific* information. The résumé is an outline of your experience, not a novel. Try to be blunt on paper. Cut unnecessary words. Convey pure information. Then, once you're called in for an

interview, be prepared to embellish at length about your experience and achievements in person.

## Replies

For your initial job search, let's assume you'll send résumés to two hundred companies. Based on my experience, you can expect perhaps a dozen to be returned with notices such as "Not deliverable as addressed" or "forwarding time expired." This is routine and understandable when you think about the number of companies you're contacting. There will always be changes as companies come and go, so update your master list accordingly. Perhaps another dozen will answer that their company doesn't hire for your specific occupation. Check them off. The majority will reply that they will keep your application on file. Build your list on these.

Some companies will respond by sending you their company employment application, requesting that you fill it out and return it to them. These deserve your utmost attention because it indicates one of two things: either they have a current opening for which you're being considered, or an opening is anticipated and you're being lined up as a potential candidate. Either situation could be a payoff, and I stress the importance of completing the application in careful detail, as neatly and as quickly as possible. A note of caution: Think about what you're writing in advance. You only have one application form, and mistakes are difficult to correct. You don't want to submit a sloppy application.

Finally, there's the reply that comes in the form of an invitation for a personal interview. This one ranks right up there with a royal flush, and you stand an excellent chance of being hired. When you're in this position, you can bet that the company representatives have pretty much made up their minds to hire you as long as you can display the level of competence indicated on your résumé and seem to be a normal person. Companies don't go to the expense of flying you to an interview unless they're seriously

interested, so relax and enjoy the trip. It could be the start of an exciting overseas experience.

## Companies

In the first phase of your job search, your main concern is getting your résumé to the companies that hire for overseas jobs. Your objective is to identify those that might be looking to fill the specific position for which you qualify. During your initial search, you will go through the weeding-out process I spoke of earlier. If, for example, you come across a company called "ABC Engineers," it's difficult to determine whether they need mechanical engineers. Perhaps they specialize in electrical design and have no use for mechanical engineers. Perhaps not. The only way to be sure is to send that first letter and find out. The law of résumés is simple—when in doubt, put one out.

The following section contains the addresses of hundreds of companies that hire people to fill positions overseas. There are many different categories, and your specific job may overlap into a number of them. A mechanical engineer, for example, is likely to find employment with companies in the engineering, oil/gas, or chemical categories. A commercial diver might contact companies in the marine and oil/gas categories. Nurses aren't limited to the medical section and should contact companies in the operations and maintenance group since these companies are often responsible for staffing large project-support contracts.

Go through the lists of company addresses in this book and mark each one that has potential for you. Your initial list may include several hundred companies, but remember that many will eventually be crossed off as unsuitable for you. Send a résumé to each company you've marked, then use their replies as the basis for your master list.

Continue adding to your master list over the years by subscribing to overseas newsletters. Each time you see an advertisement for a job in your field, add the company to

your list. Even if an advertisement is for another discipline, target the company for future application. Military newspapers are another good source for addresses. Recruiters are very conscious of highly trained military technicians who already have foreign experience, and companies advertise heavily in these publications. Trade magazines (*Electrical World*, *Construction News*, etc.) are excellent sources for overseas jobs and company addresses. Whatever the source, add to your master list religiously. The more extensive (and refined) your list is, the better your chances for landing a spectacular job.

## Advertising

Backer Spielvogel Bates Worldwide, Inc.
405 Lexington Ave.
New York, NY 10174

BBDO Worldwide
1285 Avenue of the Americas
New York, NY 10019

Bozell Jacobs Kenyon & Eckhardt, Inc.
40 W. 23rd St.
New York, NY 10010

Leo Burnett Co. Inc.
35 W. Wacker Dr.
Chicago, IL 60601

Dailey & Associates
3055 Wilshire Blvd.
Los Angeles, CA 90010

D'Arcy Masius Benton & Bowels, Inc.
909 3rd Ave.
New York, NY 10022

DDB Needham Worldwide
437 Madison Ave.
New York, NY 10022

Foote, Cone & Belding Communications, Inc.
101 E. Erie St.
Chicago, IL 60611

Ketchum Communications Inc.
6 PPG Place
Pittsburgh, PA 15222

Lintas: Worldwide
1 Dag Hammarskjold Plaza
New York, NY 10017

McCann-Erickson Worldwide
750 3rd Ave.
New York, NY 10017

Ogilvy & Mather
Worldwide, Inc.
Worldwide Plaza
308 W. 49th St.
New York, NY 10019

J. Walter Thompson Co.
466 Lexington Ave.
New York, NY 10017

Young & Rubicam Inc.
285 Madison Ave.
New York, NY 10017

## Aerospace

Allied Signal Aerospace Co.
2525 W. 190th St.
Torrance, CA 90509

Bell Helicopter Co.
P.O. Box 482
Ft. Worth, TX 76101

Bendix Field Engineering
Corp.
1 Bendix Rd.
Columbia, MD 21045

Douglas Aircraft Co.
3855 N. Lakewood Blvd.
Long Beach, CA 90846

Dynalectric Co.
8300 Greensboro Dr.
McLean, VA 22102

General Dynamics Corp.
7733 Forsyth Blvd.
St. Louis, MO 63105

Grumman Aerospace Corp.
1111 Stewart Ave.
Bethpage, NY 11714

Hughes Aircraft Co.
7200 Hughes Terr.
Los Angeles, CA 90045

Lear Siegler Inc.
220 S. Orange Ave.
Livingston, NJ 07039

Lockheed Corp.
4500 Park Grenada Blvd.
Calabasas, CA 91399

LTV Corp.
P.O. Box 655003
Dallas, TX 75265

Martin Marietta Corp.
6801 Rockledge Dr.
Bethesda, MD 20817

McDonnell Douglas Corp.
Box 516
St. Louis, MO 63166

Raytheon Missile Systems
Division
350 Lowell St.
Andover, MA 01810

Rockwell International Corp.
600 Grant St.
Pittsburgh, PA 15219

Rohr Industries Inc.
H Street
Chula Vista, CA 92012

Textron Inc.
40 Westminster St.
Providence, RI 02903

TRW Space &
Technology Group
One Space Park
Redondo Beach, CA 90278

United Technologies Corp.
United Technologies Bldg.
Hartford, CT 06101

Western Gear Flight
Structures
2604 Hwy. 20 N.
Jamestown, ND 58401

## Automotive

AP Parts Corp.
1 John Goerlich Sq.
Toledo, OH 43624

Arvin North American
Automotive
101 Center St.
Greenwood, IN 46143

Avis Service Inc.
900 Old Country Rd.
Garden City, NJ 11530

Budget Rent-A-Car Corp.
200 N. Michigan Dr.
Chicago, IL 60601

Chrysler Corp.
12000 Chrysler Dr.
Highland Park, MI 48288

Ford Motor Co.
The American Rd.
Dearborn, MI 48121

General Motors Corp.
3044 W. Grand Blvd.
Detroit, MI 48202

Kent-Moore Corp.
28635 Mound Rd.
Warren, MI 48092

## Aviation

AAR Corp.
2100 Touhy Ave.
Elkgrove Village, IL 60007

Aero Systems Inc.
5415 NW 36th St.
Miami Springs, FL 33166

Air Express International Corp.
120 Tokeneke Blvd.
Darien, CT 06820

Air Logistics Corp.
3600 E. Foothill Blvd.
Pasadena, CA 91107

Airborne Express
2580 S. 166th St.
Seattle, WA 98158

Alaska Airlines Inc.
19300 Pacific Hwy. S.
Seattle, WA 98188

American Airlines Inc.
4200 American Blvd.
Ft. Worth, TX 76155

Bell Helicopter Textron Inc.
P.O. Box 482
Ft. Worth, TX 76101

Burlington Air Express
18200 Van Karman Ave.
Irvine, CA 92715

Cessna Aircraft Co.
5800 E. Pawnee St.
Wichita, KS 67218

Consolidated Freightways Inc.
175 Linfield Dr.
Menlo Park, CA 94025

Continental Airlines Inc.
2929 Allen Pkwy.
Houston, TX 77019

Delta Airlines Inc.
1030 Delta Blvd.
Hartsfield Atlanta International Airport
Atlanta, GA 30320

E-Systems Inc.
6250 LBJ Fwy.
Dallas, TX 75240

Eastern Air Lines Inc.
Miami International Airport
Miami, FL 33148

Emery Air Freight Corp.
Old Danbury Rd.
Wilton, CT 06897

Fairchild Aircraft Corp.
110823 NE Entrance & Bitters Rds.
San Antonio, TX 78216

Federal Express Corp.
2005 Corporate Ave.
Memphis, TN 38132

Flying Tiger Line Inc.
7401 Worldway West
Los Angeles, CA 90009

General Dynamics Corp.
7773 Forsyth Blvd.
St. Louis, MO 63105

Hughes Aircraft Co.
7200 Hughes Terr.
Los Angeles, CA 90045

Northrop Corp.
1840 Century Park E.
Los Angeles, CA 90067

Northrop Corp.
Aircraft Division
1 Northrop Ave.
Hawthorne, CA 90250

Offshore Logistics Inc.
P.O. Box 5-C
Lafayette, LA 70505

Offshore Navigation Inc.
5728 Jefferson
New Orleans, LA 70123

Pan Am World Airways Inc.
200 Park Ave.
New York, NY 10166

Petroleum Helicopters Inc.
113 Borman Dr.
Lafayette, LA 70508

Piper Aircraft Corp.
2926 Piper Dr.
Vero Beach, FL 32960

Raytheon Co.
141 Spring St.
Lexington, MA 02173

Rowan Companies, Inc.
5051 Westheimer Rd.
Ste. 1900
Houston, TX 77056

Saudi Arabian Airlines
747 3rd Ave., 29th Floor
New York, NY 10017

TWA Inc.
110 S. Bedford Rd.
Mount Kisco, NY 10158

United Airlines Inc.
P.O. Box 66100
Chicago, IL 60666

## Chemicals

Amerace Corp.
8 Campus Dr.
Parsippany, NJ 07054

Ashland Chemical Co.
5200 Blazer Memorial Pkwy.
Dublin, OH 43017

J.T. Baker Inc.
222 Red School Ln.
Phillipsburg, NJ 08865

Bee Chemical Co.
2700 E. 170th St.
Lansing, IL 60438

Bio-Rad Laboratories
1000 Alfred Nobel Dr.
Hercules, CA 94547

Borg-Warner Corp.
200 S. Michigan Ave.
Chicago, IL 60604

Chevron Chemical Co.
Bowles & E. Finley Rds.
Kennewick, WA 99337

Connell Brothers Co. Ltd.
320 California St.
San Francisco, CA 94104

Dow Chemical Co.
2030 Willard H. Dow Ctr.
Midland, MI 48674

Drew Chemical Corp.
1 Drew Plaza
Boonton, NJ 07005

DuBois Chemicals Inc.
511 Walnut St.
Cincinnati, OH 45202

Ethyl Corp.
330 S. 4th St.
Richmond, VA 23217

Exxon Chemical Co.
9 Old Kings Hwy. S.
Darien, CT 06820

Ferro Corp., Bedford
Chemical Division
7050 Krick Rd.
Cleveland, OH 44146

W.R. Grace & Co.
1114 Avenue of the Americas
New York, NY 10036

Hercules Inc.
Hercules Plaza
Wilmington, DE 19894

E.F. Houghton & Co.
Madison & Van Buren Aves.
Valley Forge, PA 19482

ICC Industries Inc.
720 5th Ave.
New York, NY 10019

ICI Americas Inc.
New Murphy Rd. &
Concord Pike
Wilmington, DE 19897

SC Johnson & Son Inc.
1525 Howe St.
Racine, WI 53403

M & T Chemicals Inc.
P.O. Box 1104
Rahway, NJ 07065

Mallinckrodt Inc.
675 McDonnell Blvd.
St. Louis, MO 63134

McKesson Corp.
1 Post St.
San Francisco, CA 94104

Monsanto Co.
800 N. Lindbergh Blvd.
St. Louis, MO 63167

Nalco Chemical Co.
1 Nalco Ctr.
Naperville, IL 60566

Olin Corp.
120 Long Ridge Rd.
Stamford, CT 06904

Pennwalt Corp.
3 Parkway
Philadelphia, PA 19102

Rohm & Haas Co.
Independence Mall W.
Philadelphia, PA 19105

Stauffer Chemical Co.
612 E. 138th St.
Chicago, IL 60627

## Clothing

Albany International Corp.
1373 Broadway
Albany, NY 12204

American Uniform Co.
Parker St. NE
Cleveland, TN 37311

Cluett Peabody & Co. Inc.
530 5th Ave.
New York, NY 10036

DHJ Industries Inc.
120 W. 45th St., 23rd Fl.
New York, NY 10036

## Communications

AT&T International
P.O. Box 7000
Basking Ridge, NJ 07920

Communications Satellite Corp.
950 L'Enfant Plaza SW
Washington, D.C. 20024

Contel Federal Systems
15000 Conference Center Dr.
Wohlstetter Technology Park
Chantilly, VA 22021

Dukane Corp.
2900 Dukane Dr.
St. Charles, IL 60174

Federal Electric Corp.
621 Industrial Ave.
Paramus, NJ 07652

GTE International Inc.
1 Stamford Forum
Stamford, CT 06904

Harris Corp.
1025 W. NASA Blvd.
Melbourne, FL 32919

International Standard Electric Corp.
320 Park Ave.
New York, NY 10022

ITT Corp.
320 Park Ave.
New York, NY 10022

Pacific Telesis Group
130 Kearney St.
San Francisco, CA 94108

Western Union Corp.
1 Lake St.
Upper Saddle River, NJ 07458

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## Construction

Armco International Inc.
703 Curtis St.
Middletown, OH 45043

Guy F. Atkinson Co. of California
10 W. Orange Ave.
South San Francisco, CA 94080

Austin Co.
3650 Mayfield Rd.
Cleveland Heights, OH 44121

Badger Engineers, Inc.
1 Broadway
Cambridge, MA 02142

Bechtel Group Inc.
50 Beale St.
San Francisco, CA 94105

Black & Veatch Engineers-Architects
1500 Meadow Lake Pkwy.
Kansas City, MO 64114

C.F. Braun Inc.
1000 S. Fremont Ave.
Alhambra, CA 91803

Brown & Root Inc.
4100 Clinton Dr.
Houston, TX 77020

CBI Industries Inc.
800 Jorie Blvd.
Oak Brook, IL 60522

Codell Construction Co.
100 Moundale Ave.
Winchester, KY 40391

Combustion Engineering Inc.
P.O. Box 9308
Stamford, CT 06904

Cooper Industries Inc.
1001 Fannin St., Ste. 4000
Houston, TX 77002

Dillingham Construction Corp.
5960 Inglewood Dr.
Pleasanton, CA 94566

Ebasco Services Inc.
2 World Trade Center
New York, NY 10048

Federal Electric Corp.
621 Industrial Ave.
Paramus, NJ 07652

Daniel Fluor Inc.
3333 Michelson Dr.
Irvine, CA 92730

Ford Bacon & Davis of Louisiana Inc.
4001 Jackson St.
Monroe, LA 71202

Foster Wheeler USA
Perryville Corporate Park
Clinton, NJ 08809

George A. Fuller Co.
919 3rd Ave.
New York, NY 10022

Halliburton Co.
500 N. Ackard, Ste. 3600
Dallas, TX 75201

Harnischfeger Corp.
13400 Bishops Ln.
Brookfield, WI 53005

Harsco Corp.
350 Poplar Church Rd.
Camp Hill, PA 17011

Jacobs Engineering Group Inc.
251 S. Lake Ave.
Pasadena, CA 91101

J.A. Jones Construction Co.
6060 Saint Albans St.
Charlotte, NC 28287

Jupiter Industries Inc.
919 N. Michigan Ave.
Chicago, IL 60611

Kaiser Engineers Inc.
1800 Harrison St.
Oakland, CA 94612

M.W. Kellogg Co.
3 Greenway Plaza
Houston, TX 77046

Leavell Co.
4401 N. Mesa St., Ste. 200
El Paso, TX 79902

Litwin Engineers &
Construction Co.
580 Westlake Park Blvd.
Ste. 1400
Houston, TX 77079

Lummus Crest Inc.
1515 Broad St.
Bloomfield, NJ 07003

Marathon Le Tourneau Co.
600 Jefferson St.
Houston, TX 77002

McDermott Inc.
1010 Common St.
New Orleans, LA 70112

Morgan Equipment Co.
131 Steuart St., Ste. 300
San Francisco, CA 94124

Morrison-Knudsen Co. Inc.
180 Howard St.
San Francisco, CA 94105

Owl Constructors Division
450 Newport Ctr. Dr., Ste. 500
Newport Beach, CA 92660

Parsons Corp.
100 W. Walnut St.
Pasadena, CA 91124

Pepper Construction Co. Inc.
643 N. Orleans St.
Chicago, IL 60010

Plibrico Co.
1800 N. Kingsbury St.
Chicago, IL 60614

Raymond International Inc.
2801 Post Oak Blvd.
Houston, TX 77056

Raytheon Co.
141 Spring St.
Lexington, MA 02173

J. Rich Steers Inc.
17 Battery Pl.
New York, NY 10004

Stone & Webster
Engineering
245 Summer St.
Boston, MA 02210

Nello L. Teer Co.
P.O. Box 1131
Durham, NC 27702

Turner Corp.
633 3rd Ave.
New York, NY 10017

Vinnell Corp.
10530 Rosehaven St., Ste. 600
Fairfax, VA 22030

H.B. Zachry Co.
527 Logwood
San Antonio, TX 78221

## Cosmetics

Avon Products Inc.
9 W. 57th St.
New York, NY 10019

Elizabeth Arden Inc.
55 E. 52nd St.
New York, NY 10055

Charles of the Ritz Group Ltd.
625 W. Madison Ave.
New York, NY 10022

Chesebrough-Pond's Inc.
33 Benedict Pl.
Greenwich, CT 06830

Colgate Palmolive Co.
300 Park Ave.
New York, NY 10022

Estee Lauder Inc.
767 5th Ave.
New York, NY 10053

Faberge U.S.A. Inc.
725 5th Ave., 17th Fl.
New York, NY 10022

Helene Curtis Industries Inc.
325 N. Wells St.
Chicago, IL 60610

Lehn & Fink Products Co.
225 Summit Ave.
Montvale, NJ 07645

Revlon Inc.
625 Madison Ave.
New York, NY 10022

Shulton Inc.
P.O. Box 7001
West Springfield, MA 01090

## Education

Teaching is a profession that encompasses virtually all career fields. Technical instructors are in high demand in the Middle East as the region shifts emphasis from construction to management and training. While the following section is focused on public school teachers, instructors of all disciplines are encouraged to apply through companies in their area of expertise. Many international companies

operate large projects overseas, sometimes providing both technical training for employees and educational facilities for dependents.

The following addresses and publications are all of interest to professional teachers seeking employment abroad. While these contacts definitely employ teachers overseas, don't limit your campaign to only these specific organizations. Companies in the "Operations and Maintenance" section are often charged with not only the construction of an educational facility, but also its operation, maintenance, and staffing. An additional point to consider is that while some of the following addresses are in Canada or England, they are agencies that recruit teachers for positions worldwide.

***Addresses***

Airwork Limited-Personnel
Bournemouth International Airport
Christchurch, Dorset
BH 23 6EB
ENGLAND

C.A.C.R.
2100 Regent Street S., Ste. 29
Sudbury, Ontario
CANADA P3E 459

The Dean
Faculty of Allied Health Sciences
Kuwait University Health Centre
P.O. Box 31470
Suleibikhat 90805
KUWAIT

EFL Recruitment
P.O. Box 6320
32038 Hawalli
KUWAIT

Graham Challenger
Vector Resource Management
Providence Square Center
1939 W. Brandon Blvd.
Ste. 209
Brandon, FL 33511

OCSD Recruitment de Voluntaires
2330 Rue Notre-Dame Quest
Bureau 200
Montreal, Quebec
CANADA

The Recruitment Director
ELT Banbury, 20 Horsefair
Banbury, Oxon
ENGLAND

University of Singapore
North American Office
780 3rd Ave., Ste. 2403
New York, NY 10017

## *Publications*

***English Educational Services International***
139 Massachusetts Ave.
Boston, MA 02115
This bimonthly newsletter contains specific openings both in the United States and abroad. While some of the positions require advanced degrees, there are plenty of good contacts to use for expansion of your master list, and it's a reasonably priced publication.

***Foreign & Domestic Teachers***
Box 1063
Vancouver, WA 98666
This group publishes a newsletter that lists teaching vacancies worldwide. I don't put much faith in systems of this type since the vacancies will most likely be filled by the time you receive the information, but it could be a good source for adding addresses to your master list.

***Mr. Information***
P.O. Box 955
Ganges, British Columbia
CANADA V0S 1E0
In addition to a multitude of other overseas employment services, this company offers several directories, including *Agencies Which Hire Teachers in English Speaking Schools Abroad* and *Lists of U.S. Companies Which Operate Schools Abroad for Their Employees.*

***Institute of International Education***
809 United Nations Plaza
New York, NY 10017
This organization works off a well-connected computer system that can provide you with information on vacancies worldwide. The program is called the "Register for International Service in Education."

***The International Educator***
P.O. Box 103
West Bridgewater, MA 02379
A newspaper for the overseas teacher, this publication carries articles on the international teaching scene from information on taxes to specific job openings.

***International Schools Services***
15 Roszel Rd.
Princeton, NJ 08540
Truly a one-stop source for overseas teaching information, this organization offers both a placement service and an in-depth directory of schools abroad. You can file with the people at ISS, who will in turn distribute your résumé. If hired, you will be charged an additional fee, which may be picked up by the school that hires you or, at worst, should be tax-deductible. ISS also offers a directory of schools abroad called *The ISS Directory of Overseas Schools.* If it's not in your local library, you can order it directly from ISS.

***Overseas Employment Opportunities for Educators***
Department of Defense
Teacher Recruitment Section
Hoffman Building I
2461 Eisenhower Ave.
Alexandria, VA 22331
This free publication is a guide that explains the application and hiring process for Department of Defense teaching positions worldwide. Published every summer, it contains application materials that, if submitted by January, will put you in contention for various position vacancies overseas.

## Electrical

Allen-Bradley Co.
1201 S. 2nd St.
Milwaukee, WI 53204

American District
Telegraph Corp.
240 Andover St.
Wilmington, MA 01887

AMF Inc.
777 Westchester Ave.
White Plains, NY 10604

AMP Inc.
470 Friendship Rd.
Harrisburg, PA 17111

Fischbach & Moore Inc.
37-01 Queens Blvd.
Long Island City, NY 11101

Fisk Electric Co.
111 T.C. Jester Blvd.
Houston, TX 77007

General Electric Co.
3135 Easton Tpke.
Fairfield, CT 06431

Gilbert/Commonwealth Inc.
RR 10 Pheasant Rd.
Reading, PA 19607

Kearney National Inc.
5 Corporate Park Dr., Ste. 114
White Plains, NY 10604

Litton Industries Inc.
360 N. Crescent Dr.
Beverly Hills, CA 90210

Onan Corp.
1400 73rd Ave. NE
Minneapolis, MN 55432

Square D Co.
Executive Plaza
1415 S. Roselle Rd.
Palatine, IL 60067

Westinghouse Electric Corp.
11 Stanwix St.
Westinghouse Bldg.
Pittsburgh, PA 15222

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## Electronics and Computers

Advanced Micro Devices Inc.
P.O. Box 3453
Sunnyvale, CA 94088

AEL Industries Inc.
305 Richardson Rd.
Lansdale, PA 19446

AM International Inc.
333 W. Wacker Dr., Ste. 900
Chicago, IL 60606

Amdahl Corp.
1250 E. Arques Ave.
Sunnyvale, CA 94086

Analog Devices Inc.
1 Technology Way
Norwood, MA 02062

Apple Computer Inc.
20525 Mariani Ave.
Cupertino, CA 95014

Applied Magnetics Corp.
75 Robin Hill Rd.
Goleta, CA 93117

Base Ten Systems Inc.
P.O. Box 3151
Trenton, NJ 08619

Bently Nevada Corp.
1617 Water St.
Minden, NV 89423

Bristol Babcock Inc.
1100 Buckingham St.
Waterbury, CT 06795

Burr-Brown Corp.
6730 S. Tucson Blvd.
Tucson, AZ 85706

Calcomp
P.O. Box 3250
Anaheim, CA 92803

Compugraphic Corp.
200 Ballardvale St.
Wilmington, MA 01887

Computer Sciences Corp.
2100 E. Grand Ave.
El Segundo, CA 90245

Control Data Corp.
8100 34th Ave. S.
Bloomington, MN 55425

Data General Corp.
4400 Computer Dr.
Westboro, MA 01580

Digital Equipment Co.
146 Main St.
Maynard, MA 01754

Dynalectric Corp.
8300 Greensboro Dr.
McLean, VA 22102

Electronic Associates, Inc.
185 Monmouth Pkwy.
West Long Branch, NJ 07764

General Automation Inc.
1055 S. East St.
Anaheim, CA 92805

General Dynamics Corp.
7733 Forsyth Blvd.
St. Louis, MO 63105

Gerber Scientific
Instruments Co. Inc.
83 Gerber Rd. W.
South Winsdor, CT 06074

GTE Corp.
1 Stamford Forum
Stamford, CT 06904

Hewlett Packard Co.
3000 Hanover St.
Palo Alto, CA 94304

Infotron Systems Corp.
9 N. Olney Ave.
Cherry Hill, NJ 08003

IBM Corp.
Old Orchard Rd.
Armonk, NY 10504-1783

Loral Corp. Electronic
Systems
Ridge Hill
Yonkers, NY 30153

Martin Marietta Data
Systems Division
6303 Ivy Ln.
Greenbelt, MD 20770

McDonnell Douglas Corp.
Box 516
St. Louis, MO 63166

Measurex Corp.
1 Results Way
Cupertino, CA 95014

Narco Avionics Inc.
270 Commerce Dr.
Fort Washington, PA 19034

NCR Corp.
1700 S. Patterson Blvd.
Dayton, OH 45479

Northern Telecom Inc.
200 Athens Way
Nashville, TN 37228

Northrop Corp.
1840 Century Park E.
Los Angeles, CA 90067

Perkin-Elmer Computer
Operations
761 Main Ave.
Norwalk, CT 06859

Prime Computer Corp.
Prime Park Way
Natick, MA 01760

Rockwell International
Group
600 Grant St.
Pittsburgh, PA 15219

Sysorex International Inc.
335 E. Middlefield Rd.
Mountain View, CA 94043

Tandem Computers Inc.
19333 Valco Pkwy.
Cupertino, CA 95014

Teledyne Inc.
1901 Avenue of the Stars
Los Angeles, CA 90067

Texas Instruments Inc.
13500 N. Central Expy.
Dallas, TX 75243

TRW Inc.
1900 Richmond Rd.
Cleveland, OH 44124

Wang Laboratories
1 Industrial Ave.
Lowell, MA 01851

Xerox Corp.
800 Long Ridge Rd.
Stamford, CT 06902

## Engineering

Air Products & Chemicals Inc.
7201 Hamilton Blvd.
Allentown, PA 18195

Allen Sherman Hoff Co.
1 Country View Rd.
Malvern, PA 19355

Austin Co.
3650 Mayfield Rd.
Cleveland Heights, OH 44121

Badger Engineers Co. Inc.
1 Broadway
Cambridge, MA 02142

Michael Baker, Jr. Inc.
4301 Dutch Ridge Rd.
Beaver, PA 15009

Barnes Engineering Div. EDO Corp.
88 Long Hill Cross Rd.
Shelton, CT 06484

Bechtel Group Inc.
50 Beale St.
San Francisco, CA 94105

Bendix Field Engineering Corp.
1 Bendix Rd.
Columbia, MD 21045

Black & Veatch Engineers-Architects
1500 Meadow Lake Pkwy.
Kansas City, MO 64114

CF Braun Inc.
1000 S. Fremont Ave.
Alhambra, CA 91803

Brown & Caldwell Corp.
3480 Buskirk Ave.
Pleasant Hill, CA 94523

Brown & Root Inc.
4100 Clinton Dr.
Houston, TX 77020

Burns & Roe Inc.
700 Kinderkamack Rd.
Oradell, NJ 07649

Calmaquip Engineering Corp.
7240 NW 12th St.
Miami, FL 33126

Camp Dresser & McKee Inc.
1 Center Plaza
Boston, MA 02108

CDI Corp.
10 Penn Center
Philadelphia, PA 19103

CH2M Hill Inc.
2300 NW Walnut Blvd.
Corvallis, OR 97330

Codell Construction Co. Inc.
100 Moundale Ave.
Winchester, KY 40391

Combustion Engineering
P.O. Box 9308
Stamford, CT 06904

Core Laboratories Inc.
1300 E. Rochelle Blvd.
Irving, TX 75062

Dames & Moore
911 Wilshire Blvd., Ste. 700
Los Angeles, CA 90017

Daniel Mann Johnson & Mendenhall
3250 Wilshire Blvd.
Los Angeles, CA 90010

De Leuw Cather & Co.
525 W. Monroe St.
Chicago, IL 60606

Dravo Corp.
3600 Oliver Plaza
Pittsburgh, PA 15222

Dresser Industries Inc.
P.O. Box 718
Dallas, TX 75221

Ebasco Services, Inc.
2 World Trade Ctr.
New York, NY 10048

Federal Electric Corp.
621 Industrial Ave.
Paramus, NJ 07652

Fluor Daniel Inc.
3333 Michelson Dr.
Irvine, CA 92730

Ford Bacon & Davis of Louisiana Inc.
4001 Jackson St.
Monroe, LA 71202

Foster Wheeler U.S.A.
Perryville Corporate Pk.
Clinton, NJ 08809

Gannett Fleming
Affiliates Inc.
P.O. Box 1963
Harrisburg, PA 17105

Gibbs & Hill Inc.
11 Penn Plaza
New York, NY 10001

Gilbert/Commonwealth Inc.
RR 10 Pheasant Rd.
Reading, PA 19607

Halliburton Co.
500 N. Ackard, Ste. 3600
Dallas, TX 75201

Henningson Durham
Richardson
8404 Indian Hills Dr.
Omaha, NE 68114

Holmes & Narver Inc.
999 Town & Country Rd.
Orange, CA 92668

Howe-Baker Engineers Inc.
3102 E. 5th St.
Tyler, TX 75701

Jacobs Engineering Group
251 S. Lake Ave.
Pasadena, CA 91101

Kaiser Engineers Inc.
1800 Harrison St.
Oakland, CA 94612

M.W. Kellogg Co.
3 Greenway Plaza
Houston, TX 77046

Lester B. Knight &
Associates Inc.
549 W. Randolph St.
Chicago, IL 60606

The Kuljian Corp.
3700 Market St.
Philadelphia, PA 19104

Law Engineering Testing Co.
1000 Albernathy Rd.
Atlanta, GA 30328

Lummus Crest Inc.
1515 Broad St.
Bloomfield, NJ 07003

C.T. Main Inc.
101 Huntington Ave.
Boston, MA 02199

Davy McKee Corp.
2925 Briar Pk., Ste. 700
Houston, TX 77042

Metcalf & Eddy
International Inc.
10 Harvard Mill Sq.
Wakefield, MA 01880

Morgan Equipment Co.
131 Steuart St., Ste. 300
San Francisco, CA 94124

Morrison-Knudsen Co. Inc.
180 Howard St.
San Francisco, CA 94105

Nuclear Support
Services Inc.
W. Market St.
Campbelltown, PA 17010

NUS Corp.
910 Clopper Rd.
Gaithersburg, MD 20877

Pacific Architects &
Engineers
1111 W. 6th St.
Los Angeles, CA 90017

Parsons Corp.
100 W. Walnut St.
Pasadena, CA 91124

Planning Research Corp.
1500 Planning Research Dr.
McLean, VA 22102

Plibrico Co.
1800 N. Kingsbury St.
Chicago, IL 60614

Raymond International
Builders Inc.
2801 Post Oak Blvd.
Houston, TX 77056

Rust International Corp.
100 Corporate Pkwy.
Birmingham, AL 35242

Sippican Inc.
7 Barnabas Rd.
Marion, MA 02738

Skidmore Owings & Merrill
33 W. Monroe St.
Chicago, IL 60603

Wilbur Smith &
Associates Inc.
NCNB Tower
Columbia, SC 29201

Stanley Consultants, Inc.
225 Iowa Ave.
Muscatine, IA 52761

Stebbins Engineering &
Manufacturing Co.
363 Eastern Blvd.
Watertown, NY 13601

Stone & Webster
Engineering Corp.
245 Summer St.
Boston, MA 02107

STV Engineers Inc.
11 Robinson St.
Pottstown, PA 19464

Tetra Tech Inc.
630 N. Rosemead Blvd.
Pasadena, CA 91107

3D/International Inc.
1900 West Loop S.
Houston, TX 77027

Vinnell Corp.
10530 Rosehaven St., Ste. 600
Fairfax, VA 22030

VTN Corp.
500 S. Main St., Ste. 1123
Orange, CA 92668

Williams Brothers
Engineering Co.
119 E. 6th
Tulsa, OK 74121

## Financial

American Express Travel
Service Co.
American Express Tower
New York, NY 10285

American National Bank &
Trust Co. of Chicago
33 N. LaSalle St.
Chicago, IL 60690

Avco Financial Insurance
Group
3349 Michelson Dr.
Irvine, CA 92715

Bank of America NT & SA
555 California St.
San Francisco, CA 94104

Bankers Trust Co.
280 Park Ave.
New York, NY 10017

Beneficial Corp.
400 Bellevue Pkwy.
Wilmington, DE 19809

Boston Financial Group Inc.
101 Arch St.
Boston, MA 02110

Brown Brothers
Harriman & Co.
59 Wall St.
New York, NY 10005

Chase Manhattan Bank NA
1 Chase Manhattan Plaza
New York, NY 10081

Chemical Bank
277 Park Ave.
New York, NY 10172

Citibank N.A.
399 Park Ave.
New York, NY 10043

Deloitte-Touche & Co.
1633 Broadway
New York, NY 10019

Price Waterhouse & Co.
1251 Avenue of the Americas
New York, NY 10020

Shearson Lehman
Hutton Inc.
200 Vessey St.
American Express Tower
New York, NY 10285

Ernst & Young
277 Park Ave.
New York, NY 10172

## Fire Protection

Ansul Fire Protection
Division of Wormald
1 Stanton St.
Marinette, WI 54143

Automatic Sprinkler Corp.
of America
1000 E. Edgerton Rd.
Cleveland, OH 44147

BRK Electronics
780 McClure Rd.
Aurora, IL 60504

Figgie International Inc.
4420 Sherwin Rd.
Willoughby, OH 44094

NOTE: Firefighters should also apply with companies listed in the "Operations and Maintenance" section of this book.

## Food Industry

American Home Products
Corp.
685 3rd Ave.
New York, NY 10017

Archer Daniels Midland Co.
4666 E. Faries Pkwy.
Decatur, IL 62526

Beatrice Co.
2 N. LaSalle St.
Chicago, IL 60602

Borden Inc.
180 E. Broad St.
Columbus, OH 43215

Campbell Soup Co.
1 Campbell Pl.
Camden, NJ 08103

Carnation Co.
5045 Wilshire Blvd.
Los Angeles, CA 90036

CPC International Inc.
P.O. Box 8000
Englewood Cliffs, NJ 07632

Del Monte Foods U.S.A.
1 Market Plaza
San Francisco, CA 94105

General Foods Corp.
Food Service Products Div.
250 North St.
White Plains, NY 10605

H.J. Heinz Co.
600 Grant St.
Pittsburgh, PA 15219

Kellogg Co.
1 Kellogg Sq.
Battle Creek, MI 49016

Nabisco Brands Inc.
100 DeForest Ave.
East Hanover, NJ 07936

Ralston Purina Co.
Checkerboard Sq.
St. Louis, MO 63164

## Heating and Air Conditioning

Carrier Corp.
P.O. Box 4808
Syracuse, NY 13221

Copeland Corp.
1675 Campbell Rd.
Sidney, OH 45365

Dunham-Bush Inc.
175 South St.
West Hartford, CT 06110

Lennox Industries Inc.
7920 Belt Line Rd.
Dallas, TX 75240

Slant/Fin Corp.
100 Forest Dr.
Greenvale, NY 11548

Sullair Corp.
3700 E. Michigan Blvd.
Michigan City, IN 46360

Trane Co.
3600 Pammel Creek Rd.
La Crosse, WI 54601

Tyler Refrigeration Corp.
1329 Lake St.
Niles, MI 49120

York International Corp.
631 Richland Ave.
York, PA 17403

## Heavy Equipment

Barber-Greene Co.
3000 Barber-Greene Rd.
DeKalb, IL 60115

Bucyrus-Erie Co.
1100 Milwaukee Ave.
South Milwaukee, WI 53172

J.I. Case Co.
700 State St.
Racine, WI 53404

Caterpillar Inc.
Machine Order Div.
100 NE Adams St.
Peoria, IL 61629

Clark Equipment Co.
P.O. Box 7008
South Bend, IN 46634

Cummins Engine Co.
500 Jackson St.
Columbus, IN 47201

John Deere & Co.
John Deere Rd.
Moline, IL 61265

Detroit Diesel Allison
4100 Springboro
Dayton, OH 48239

Eimco Coal Machinery
International
2030 Pleasant Valley Rd.
Fairmont, WV 26554

Farrell Corp.
25 Main St.
Ansonia, CT 06401

FMC Corp.
200 E. Randolph St.
Chicago, IL 60601

S.J. Groves & Sons Co.
10000 Hwy. 55 W.
Minneapolis, MN 55441

Ingersoll-Rand Co.
200 Chestnut Ridge Rd.
Woodcliff Lake, NJ 07675

Link-Belt Construction
Equipment Co.
3001 Todds Rd.
Lexington, KY 40583

Marathon Manufacturing
Le Tourneau Co.
600 Jefferson St.
Houston, TX 77002

Paccar Inc.
777 106th Ave. NE
Bellevue, WA 98004

Pettibone Corp.
2700 River Rd., Ste. 302
Des Plaines, IL 60018

Woodward Governor Co.
5001 N. 2nd St.
Rockford, IL 61111

## Instrumentation

Astronautics Corp.
of America
4115 N. Teutonia Ave.
Milwaukee, WI 53201

Bailey Controls Co.
29801 Euclid Ave.
Wickliffe, OH 44092

Baird Corp.
125 Middlesex Tpke.
Bedford, MA 01730

Beckman Instruments Inc.
2500 N. Harbor Blvd.
Fullerton, CA 92634

Bell & Howell Co.
5215 Old Orchard Rd.
Skokie, IL 60077

Brooks Instrument Division
Emerson Electric Co.
407 W. Vine St.
Hatfield, PA 19440

Canberra Industries Inc.
1 State St.
Meriden, CT 06450

Fisher Scientific Inc.
711 Forbes Ave.
Pittsburgh, PA 15219

Foxboro Co.
Neponset Ave.
Foxboro, MA 02035

General Instrument Corp.
767 5th Ave., 45th Fl.
New York, NY 10153

Instron Corp.
100 Royal St.
Canton, MA 02021

Instrumentation Lab Inc.
113 Hartwell Ave.
Lexington, MA 02173

Keithley Instruments Inc.
28775 Aurora Rd.
Cleveland, OH 44139

Packard Instrument Co.
2200 Warrenville Rd.
Downers Grove, IL 60515

Perkin-Elmer Corp.
761 Main Ave.
Norwalk, CT 06859

Rosemount Inc.
12001 Technology Dr.
Eden Prairie, MN 55344

Tektronix Development Co.
1495 Canyon Blvd., Ste. 220A
Beaverton, OR 97077

## Insurance

Alexander & Alexander Services Inc.
1211 Avenue of the Americas
New York, NY 10036

Allstate Life Insurance Co.
Allstate Plaza
2775 Sanders Rd.
Northbrook, IL 60062

American Bankers Insurance Group
11222 Quail Roost Dr.
Miami, FL 33157

American General Corp.
2929 Allen Pkwy.
Houston, TX 77019

American International Group
70 Pine St.
New York, NY 10270

American Life Insurance Co.
1 Alico Plaza
Wilmington, DE 19801

Chubb & Son Inc.
15 Mountain View Rd.
Warren, NJ 07060

Combined Insurance Co. of America
550 N. Broadway
Chicago, IL 60640

Continental Insurance Co.
180 Maiden Ln.
New York, NY 10038

Frank Hall & Co. Inc.
549 Pleasantville Rd.
Briarcliff Manor, NY 10510

John Hancock Mutual Life Insurance Co.
P.O. Box 111
Boston, MA 02117

Johnson & Higgins
125 Broad St.
New York, NY 10004

Pan-American Life Insurance Co.
Pan American Life Ctr.
601 Poydras St.
New Orleans, LA 70130

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## Management

Booz Allen & Hamilton Inc.
101 Park Ave.
New York, NY 10178

Boyden International Inc.
260 Madison Ave.
New York, NY 10016

CF Braun & Co.
1000 S. Fremont Ave.
Alhambra, CA 91803

Canny Bowen Inc.
425 Park Ave.
New York, NY 10022

Cresap Div.
Towers Perrin Co.
245 Park Ave., 18th Fl.
New York, NY 10167

Diebold Group Inc.
475 Park Ave. S., 9th Fl.
New York, NY 10016

Drake Beam Morin Inc.
100 Park Ave., 4th Fl.
New York, NY 10017

Harcourt Brace
Jovanovich Inc.
6277 Sea Harbor Dr.
Orlando, FL 32887

Ingersoll Engineers Inc.
1021 Mulford Rd.
Rockford, IL 61107

A.T. Kearney Inc.
222 S. Riverside Plaza
Chicago, IL 60606

Kepner Tregoe Inc.
P.O. Box 704
Princeton, NJ 08542

Arthur D. Little Inc.
25 Acorn Park
Cambridge, MA 02140

George S. May
International Co.
303 S. Northwest Hwy.
Park Ridge, IL 60068

McKinsey & Co. Inc.
55 E. 52nd St.
New York, NY 10022

Bruce Payne
Consultants Inc.
140 West End Ave.
New York, NY 10023

Reynolds Metals Co.
6601 W. Broad St.
Richmond, VA 23230

Science Management Corp.
P.O. Box 0600
Basking Ridge, NJ 07920

ServiceMaster Co. Ltd.
2300 Warrenville Rd.
Downers Grove, IL 60515

Spencer Stuart & Assoc. Inc.
55 E. 52nd St.
New York, NY 10055

## Manufacturing

Alcan Aluminum Corp.
1301 E. 9th St.
Cleveland, OH 44114

Alco Standard Corp.
825 Duportail Rd.
Wayne, PA 19087

American Filtrona Co.
8401 Jefferson Davis Hwy.
Richmond, VA 23237

American Gage & Machine Co.
853 Dundee Ave.
Elgin, IL 60120

Esterline Corp.
10800 NE 8th St., Ste. 600
Bellevue, WA 98004

FMC Corp.
200 E. Randolph St.
Chicago, IL 60601

General Electric Co.
3135 Easton Tpke.
Fairfield, CT 06431

Primerica Corp.
75 Holly Hill Ln.
Greenwich, CT 06830

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## Marine

Ametek Inc.
410 Park Ave., 21st Fl.
New York, NY 10022

Arcair Co.
3010 Columbus-Lancaster Rd.
Lancaster, OH 43130

General Dynamics Corp.
7733 Forsyth Blvd.
St. Louis, MO 63105

Global Marine Inc.
777 N. Eldridge
Houston, TX 77079

Litton Industries Inc.
360 N. Crescent Dr.
Beverly Hills, CA 90210

Oceaneering International Inc.
16001 Park Ten Pl., Ste. 600
Houston, TX 77084

Offshore Navigation Inc.
5728 Jefferson
New Orleans, LA 70123

Outboard Marine Corp.
100 Sea Horse Dr.
Waukegan, IL 60085

Tidewater Inc.
1440 Canal St.
New Orleans, LA 70112

## Medical

Allergan Inc.
2525 DuPont Dr.
Irvine, CA 92715

American Medical International
414 N. Camden Dr.
Beverly Hills, CA 90210

American Optical Corp.
14 Mechanic St.
Southbridge, MA 01550

Baxter International
1 Baxter Pkwy.
Deerfield, IL 60015

Charter Medical Corp.
577 Mulberry St.
Macon, GA 31298

Cobe Labs
1185 Oak St.
Lakewood, CO 80215

Cordis Corp.
14201 NW 60th Ave.
Hialeah, FL 33014

HCA Park View Medical Center
230 25th Ave. N.
Nashville, TN 37203

IPCO Corp.
1025 Westchester Ave.
White Plains, NY 10604

King Fahd University Hospital
P.O. Box 2208
Al-Khobar
Kingdom of Saudi Arabia

Mallinckrodt, Inc.
675 McDonnell Blvd.
St. Louis, MO 63134

Vinnell Corp.
10530 Rosehaven St., Ste. 600
Fairfax, VA 22030

## Mining

ALCOA
425 6th Ave.
Pittsburgh, PA 15219

American Colloid Co.
1500 W. Shure Rd.
Arlington Heights, IL 60004

Anschutz Corp.
555 17th St., Ste. 2400
Denver, CO 80202

Associated Metals & Minerals Corp.
3 N. Corporate Park Dr.
White Plains, NY 10604

Buckman Laboratories Inc.
1256 N. McLean Blvd.
Memphis, TN 38108

Freeport Minerals Co.
1615 Poydras St.
New Orleans, LA 70112

Inspiration Resources Corp.
250 Park Ave., 17th Fl.
New York, NY 10177

Newmont Mining Corp.
1700 Lincoln St.
Denver, CO 80203

Varel Manufacturing Co. Inc.
9230 Denton Dr.
Dallas, TX 75235

Vinnell Corp.
10530 Rosehaven St., Ste. 600
Fairfax, VA 22030

## Oil/Gas

Adobe Resources Corp.
300 W. Texas Ave., Ste. 1100
Midland, TX 79701

Amerada Hess Corp.
1185 Avenue of the Americas
New York, NY 10036

Aramco Services Co.
9009 West Loop S.
Houston, TX 77096

ARCO Pipe Line Co.
200 ARCO Bldg.
Independence, KS 67301

Guy F. Atkinson Co. of California
10 W. Orange Ave.
S. San Francisco, CA 94080

Atwood Oceanics Inc.
15835 Park Ten Dr.
Houston, TX 77084

Belco Petroleum Corp.
1 Dag Hammarskjold Plaza
New York, NY 10017

Boyles Christensen Corp.
4446 W. 1730 South
Salt Lake City, UT 84104

Buttes Gas & Oil Co.
1330 Broadway
Oakland, CA 94612

Caltex Petroleum Corp.
125 E. John W. Carpenter Fwy.
Irving, TX 75062

Camco Inc.
7030 Ardmore St.
Houston, TX 77054

CBI Industries Inc.
800 Jorie Blvd.
Oak Brook, IL 60522

Chevron International
Oil Corp.
225 Bush St.
San Francisco, CA 94104

Chevron USA
1200 State St.
Perth Amboy, NJ 08861

Cit-Con Oil Corp.
P.O. Box 1578
Lake Charles, LA 70602

Clark Oil & Refining Corp.
8182 Maryland Ave.
St. Louis, MO 63105

Conoco Inc.
600 N. Dairy Ashford Rd.
Houston, TX 77079

Consolidated Oil & Gas Inc.
1860 Lincoln St., Ste. 1100
Denver, CO 80295

Cooper Industries Inc.
1001 Fannin St., Ste. 4000
Houston, TX 77002

Crown Central
Petroleum Corp.
1 N. Charles St.
Baltimore, MD 21201

Daniel Industries Inc.
9753 Pinelake Dr.
Houston, TX 77055

Delta U.S. Corp.
P.O. Box 2012
Tyler, TX 75710

Exxon Corp.
1251 Avenue of the Americas
New York, NY 10020

Forest Oil Corp.
950 17th St., Ste. 1500
Denver, CO 80202

Geosource Inc.
P.O. Box 36306
Houston, TX 77236

Getty Petroleum Corp.
125 Jericho Tpke.
Jericho, NY 11753

Global Marine Inc.
777 N. Eldridge
Houston, TX 77079

Halliburton Co.
500 N. Ackard, Ste. 3600
Dallas, TX 75201

Roy M. Huffington Inc.
Interfirst Plaza, Ste. 5701
Houston, TX 77210

Hughes Tool Co.
5425 Polk St.
Houston, TX 77001

Hunt Oil Co.
1401 Elm St., Ste. 2900
Dallas, TX 75202

Koch Industries Inc.
P.O. Box 2256
Wichita, KS 67201

Loffland Brothers Co.
8301 E. 51st St.
Tulsa, OK 74145

Louisiana Land & Exploration Co.
909 Poydras St., Ste. 3600
New Orleans, LA 70112

Marathon Oil Co.
539 S. Main St.
Findlay, OH 45840

Mobil Oil Corp.
150 E. 42nd St.
New York, NY 10017

Newmont Mining Corp.
1700 Lincoln St.
Denver, CO 80203

Occidental Petroleum Corp.
10889 Wilshire Blvd.
Los Angeles, CA 90024

Ocean Drilling & Exploration Co.
P.O. Box 61780
New Orleans, LA 70161

Oceaneering International Inc.
16001 Park Ten Pl., Ste. 600
Houston, TX 77218

Offshore Logistics Inc.
P.O. Box 5-C
Lafayette, LA 70505

Otis Engineering Corp.
2601 Beltline Rd.
Carrolton, TX 75006

Parker Drilling Co.
8 E. 3rd St.
Tulsa, OK 74103

Pennzoil Co.
700 Milam St.
Houston, TX 77002

Petrolane Inc.
1600 E. Hill St.
Long Beach, CA 90806

Petroleum Inc.
301 N. Main St., Ste. 900
Wichita, KS 67202

Phillips Petroleum Co.
4th & Keeler Sts.
Bartlesville, OK 74004

Placid Oil Co.
1601 Elm St., Ste. 3900
Dallas, TX 75201

Quaker State Corp.
255 Elm St.
Oil City, PA 16301

Reading & Bates Corp.
P.O. Box 79627
Houston, TX 77279

Rowan Companies Inc.
5051 Westheimer Rd.
Ste. 1900
Houston, TX 77056

Santa Fe International Corp.
1000 S. Fremont Ave.
Alhambra, CA 91803

Schlumberger Ltd.
277 Park Ave.
New York, NY 10172

Smith Industries Inc.
8300 Hempstead Rd.
Houston, TX 77008

Southern Natural Gas Co.
1900 5th Ave. N.
Birmingham, AL 35203

Sperry-Sun Inc.
3000 North Belt Dr. E.
Houston, TX 77032

Sun Company Inc.
100 Matsonford Rd.
Radnor, PA 19087

Sun Exploration &
Production
P.O. Box 42
Delmita, TX 78536

Tenneco Inc.
1010 Milam St.
Houston, TX 77002

Tesoro Petroleum Co.
8700 Tesoro Dr.
San Antonio, TX 78217

Texaco Inc.
2000 Westchester Ave.
White Plains, NY 10650

Texas Eastern Corp.
1221 McKinney St.
Houston, TX 77010

Texas Gas Transmission
Corp.
3800 Frederica St.
Owensboro, KY 42301

Texasgulf-Elf Aquitaine Inc.
P.O. Box 10037
Stamford, CT 06904

Transcontinental Gas Pipe Line Corp.
10201 Balls Ford Rd.
Manassas, VA 22110

Triton Oil & Gas Corp.
4849 Greenville Ave.
Ste. 1000
Dallas, TX 75206

Union Oil Co. of California
1650 E. Golf Rd.
Schaumburg, IL 60196

Union Texas Petroleum Corp.
1330 Post Oak Blvd.
Houston, TX 77056

Unocal Corp.
1201 W. 5th St.
Los Angeles, CA 90017

Varel Manufacturing Co. Inc.
9230 Denton Dr.
Dallas, TX 75235

Jim Walter Corp.
1500 N. Dale Mabry Hwy.
Tampa, FL 33607

Western Oceanic Inc.
515 Post Oak Blvd., Ste. 1100
Houston, TX 77027

Zapata Corp.
711 Louisiana St.
Houston, TX 77001

## Operations and Maintenance

Aramco Services Co.
9009 West Loop S.
Houston, TX 77096

Arco Alaska Inc.
700 G St.
Anchorage, AK 99501

Burns & Roe Inc.
700 Kinderkamack Rd.
Oradell, NJ 07649

Chevron International Oil Corp.
225 Bush St.
San Francisco, CA 94104

Dravo Basic Materials Corp.
222 2nd St.
Pittsburgh, PA 15225

Dresser Industries, Inc.
P.O. Box 718
Dallas, TX 75221

General Electric Co.
Gas Turbine Div.
1 River Rd.
Schenectady, NY 12345

Global Associates
2420 Camino Ramon
Ste. 230
San Ramon, CA 94583

Holmes & Narver
999 Town & Country Rd.
Orange, CA 92668

ITT Corp.
320 Park Ave.
New York, NY 10022

Kerr-McGee Corp.
P.O. Box 25861
Oklahoma City, OK 73125

M.W. Kellogg Co.
3 Greenway Plaza
Houston, TX 77046

The Kuljian Corp.
3700 Market St.
Philadelphia, PA 19104

Pacific Architects &
Engineers Inc.
1111 W. 6th St.
Los Angeles, CA 90017

Pacific Telesis Group
130 Kearney St.
San Francisco, CA 94108

Pan-Am World Services, Inc.
7315 N. Atlantic
Cape Canaveral, FL 32920

Raytheon Service Co.
2 Wayside Rd.
Burlington, MA 01803

Vinnell Corp.
10530 Rosehaven St., Ste. 600
Fairfax, VA 22030

Westinghouse Electric Corp.
11 Stanwix St.
Pittsburgh, PA 15222

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## Pharmaceuticals

Abbott Laboratories
Rtes. 137 & 43
Chicago, IL 60064

Alcon Laboratories Inc.
6201 South Fwy.
Ft. Worth, TX 76134

Allergan Inc.
2525 DuPont Dr.
Irvine, CA 92715

American Cyanamid Co.
1 Cyanamid Plaza
Wayne, NJ 07470

Baxter Health Care Corp.
1 Baxter Pkwy.
Deerfield, IL 60015

Bristol-Myers Co.
345 Park Ave.
New York, NY 10154

Carter-Wallace Inc.
Half Acre Rd.
Cranbury, NJ 08512

Colgate-Palmolive Co.
300 Park Ave.
New York, NY 10022

Eli Lilly & Co.
Lilly Corporate Ctr.
Indianapolis, IN 46285

Norwich Eaton
Pharmaceuticals
17 Eaton Ave.
Norwich, NY 13815

Pfizer Inc.
235 E. 42nd St.
New York, NY 10017

A.H. Robins Co. Inc.
1407 Cummings Dr.
Richmond, VA 23220

Rorer Group Inc.
500 Virginia Dr.
Ft. Washington, PA 19034

Schering-Plough Corp.
P.O. Box 1000
Madison, NJ 07940

G.D. Searle & Co.
5200 Old Orchard Rd.
Skokie, IL 60077

E.R. Squibb & Sons Inc.
Rt. 206 & Provinceline Rd.
Princeton, NJ 08540

Sterling Drug Inc.
90 Park Ave.
New York, NY 10016

## Photography/Optics

American Optical Corp.
14 Mechanic St.
Southbridge, MA 01550

Barnes Engineering Div.,
EDO Corp.
88 Long Hill Cross Rd.
Shelton, CT 06484

Bausch & Lomb Inc.
1 Lincoln First Sq.
Rochester, NY 14604

Bell & Howell Co.
5215 Old Orchard Rd.
Skokie, IL 60077

Eastman Kodak Co.
343 State St.
Rochester, NY 14650

Oriel Corp.
250 Long Beach Blvd.
Stratford, CT 06497

Polaroid Corp.
549 Technology Sq.
Cambridge, MA 02139

Spectra-Physics Inc.
3333 N. 1st St.
San Jose, CA 95134

## Publishers/Printers

Academic Press Inc.
6277 Sea Harbor Dr.
Orlando, FL 32887

Addison-Wesley
Publishing Co.
1 Jacob Way
Reading, MA 01867

Bantam Doubleday Dell
Publishing Group
666 5th Ave.
New York, NY 10103

Christian Science
Publishing Society
1 Norway St.
Boston, MA 02115

R.R. Donnelley & Sons Co.
2223 S. Martin Luther
King, Jr. Dr.
Chicago, IL 60639

Dow Jones & Co. Inc.
200 Liberty St.
New York, NY 10281

Encyclopedia Britannica Inc.
310 S. Michigan Ave.
Chicago, IL 60604

Fairchild Publications Inc.
7 E. 12th St.
New York, NY 10003

Grolier Inc.
Old Sherman Tpke.
Danbury, CT 06816

Harcourt Brace Jovanovich
Inc.
6277 Sea Harbor Dr.
Orlando, FL 32887

Harper & Row
Publishers Inc.
10 E. 53rd St.
New York, NY 10022

MacMillan Publishing Co.
866 3rd Ave.
New York, NY 10022

McGraw-Hill Inc.
1221 Avenue of the Americas
New York, NY 10020

W.B. Saunders Co.
Curtis Ctr.
Independence Sq. W.
Philadelphia, PA 19106

Simon & Schuster Inc.
1230 Avenue of the Americas
New York, NY 10020

John Wiley & Sons Inc.
505 3rd Ave.
New York, NY 10158

Van Nostrand Reinhold
Co. Inc.
115 5th Ave.
New York, NY 10003

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## Security/Protection

Brink's Inc.
28 Thorndal Cir.
Darien, CT 06820

Burns International
Security Services
2 Campus Dr.
Parsippany, NJ 07054

Flight Safety International
Marine Air Terminal
LaGuardia Airport
Flushing, NY 11371

Pinkerton's Inc.
6727 Odessa Ave.
Van Nuys, CA 91406

Wackenhut Corp.
1500 San Remo Ave.
Miami, FL 33146

Wells Fargo Guard Services
150 Carolina Ave.
Providence, RI 02905

### *Counterterrorism*

This field is growing, and Neil C. Livingstone's book *The Cult of Counterterrorism* is a good source of information on the subject. Establishing contact with some of the sources in Mr. Livingstone's book could eventually lead to an opportunity overseas. The book is available from Lexington Books, 125 Spring St., Lexington, MA 02173.

### *Federal Government Agencies (request "vacancy announcements")*

Department of State
Recruitment Division
2201 C St. NW
Washington, D.C. 20520

Drug Enforcement
Administration
Dept. of Justice/Personnel
1415 1st St. NW
Washington, D.C. 20537

National Security Agency
Public Affairs Recruitment
Attn: M321
9800 Savage Rd.
Fort Meade, MD 20755

United States Customs Service
Recruitment Division
1301 Constitution Ave. NW
Washington, D.C. 20229

U.S. Marshals Service
Personnel Management Division
600 Army Navy Dr.
Arlington, VA 22202

U.S. Secret Service (UD-2)
Personnel Division-Rm. 912
1800 G St. NW
Washington, D.C. 20223

## Shipping

American Bureau of Shipping
45 Eisenhower Dr.
Paramus, NJ 07652

American President Cos. Ltd.
1800 Harrison St.
Oakland, CA 94612

American Steamship Co.
1 Marine Midland Ctr.
Buffalo, NY 14203

Barber Steamship Lines Inc.
17 Battery Pl., 9th Fl.
New York, NY 10004

Central Gulf Lines Corp.
650 Poydras St., Ste. 1700
New Orleans, LA 70130

Consolidated Freightways Inc.
175 Linfield Dr.
Menlo Park, CA 94025

Crowley Maritime Corp.
101 California St., 47th Fl.
San Francisco, CA 94111

LTV Corp.
P.O. Box 655003
Dallas, TX 75265

Lykes Brothers Steamship Co.
300 Poydras St.
New Orleans, LA 70130

Matson Navigation Co.
333 Market St.
San Francisco, CA 94105

Seatrain Lines Inc.
270 Sylvan Ave.
Englewood Cliffs, NJ 07632

Utah International Inc.
550 California St.
San Francisco, CA 94104

### Water Treatment

Aqua-Chem Inc.
210 W. Capitol Dr.
Milwaukee, WI 53212

Betz Labs Inc.
4636 Somerton Rd.
Langhorne, PA 91047

Calgon Corp.
P.O. Box 1346
Pittsburgh, PA 15230

Culligan International Co.
1 Culligan Pkwy.
Northbrook, IL 60062

Emco Engineering Inc.
25 North St.
Canton, MA 02021

Environgenics Systems Co.
9255 Telstar Ave.
El Monte, CA 91731

Everpure Inc.
660 Blackhawk Dr.
Westmont, IL 60559

Ionics Inc.
65 Grove St.
Watertown, MA 02172

Mechanical Equipment Co. Inc.
861 Carondelet St.
New Orleans, LA 70130

Mogul Corp.
7145 Pine & Mogul
Chagrin Falls, OH 44022

Pittsburgh Des Moines Corp.
Neville Island
Pittsburgh, PA 15225

## Personnel Agencies

Personnel agencies are the workhorses of your job search, and they are by far the most important and productive portion of the two-part search procedure. There are several different types of personnel agencies, so I'll describe each type and mention some things to be cautious about.

Because of their importance to your campaign, personnel agencies require a personal approach. For each agency you contact, I suggest an individually typed letter explaining your

interest in working overseas, along with a copy of your résumé. I emphasize the importance of dealing directly with these people—try to get on a first-name basis with any recruiter you reach. They communicate daily with other agencies and have large computer systems capable of generating very quick results. They'll really go to bat for you because their interest is the same as yours—finding you an overseas job.

## No-Fee Agencies

Personnel agencies in this category operate by matching your skills with an opening indicated by one of their client companies. For this service, the agency is paid directly by the company, and there is no charge to you. Agencies in this category are professional, efficient, and they get results. Use them as the primary tool in your job search and be aware that your association with some may span many years. In much the same way that your master list of companies will evolve into a streamlined and highly efficient means of contact, your relationship with some agency recruiters may evolve to a point where a phone call is all that's needed to get the next job overseas. While the following list is by no means complete, it will get you started.

American Personnel Service
240 Captain's Walk
New London, CT 06320

Atomic Personnel
1518 Walnut St., Ste. A4
Philadelphia, PA 19102

Frank E. Basil
1510 H St. NW
Washington, D.C. 20005

Booz Allen & Hamilton Inc.
101 Park Ave.
New York, NY 10178

Boyden International
260 Madison Ave.
New York, NY 10016

Chaus T. Main Inc.
101 Huntington Ave.
Boston, MA 02199

Checchi & Co.
1730 Rhode Island Ave. NW
Washington, D.C. 20036

Freeman Staffing
12522 Brookhurst
Garden Grove, CA 92640

Mike Howard
608 S. Gay St.
Knoxville, TN 37902

E.L. Hamm & Associates
4801 Columbus Ave.
Norfolk, VA 23504

International Staffing
Consultants Inc.
19762 MacArthur Blvd.
Irvine, CA 92715

Jensen Oldani & Associates
411 108th St. NE
Bellevue, WA 98004

Korn/Ferry International
1800 Century Park E.
Los Angeles, CA 90067

G. Marshall Associates
5903 N. Caldwell Ave.
Chicago, IL 60664

Resource Sciences
Arabia Ltd.
660 S. Yale Ave.
Tulsa, OK 74136

Search & Recruit
International
4455 South Blvd., Ste. 410
Virginia Beach, VA 23452

Thunder & Associates
315 Cameron St., Ste. 201
Alexandria, VA 22314

Ward Howell International
99 Park Ave., 20th Fl.
New York, NY 10016

***Executive Recruiters (No Fee)***

Agra Placements Ltd.
1200 35th St., Ste. 210
West Des Moines, IA 50265

Barger & Sargeant Inc.
1 Bicentennial Sq.
Concord, NH 03301

Beckwith and Thomas
Associates
11500 Olympic Blvd., Ste. 400
Los Angeles, CA 90064

Marc-Paul Bloome Ltd.
10 East Ave., 7th Fl.
New York, NY 10021

Bowden & Co., Inc.
5000 Rockside Rd.
Cleveland, OH 44131

Devine Baldwin & Peters
101 Park Ave., Ste. 2506
New York, NY 10178

Leon A. Farley Associates
468 Jackson St.
San Francisco, CA 94111

Foster & Associates Inc.
601 California St.
San Francisco, CA 94108

GHK Search Associates
P.O. Box 131
Trumbull, CT 06611

Goodman & Hale
Information
Systems Inc.
60 E. 42nd and D Sts.
Ste. 1732
New York, NY 10165

Haskell & Stern Associates
529 5th Ave., 14th Fl.
New York, NY 10017

Heindrick & Struggles Inc.
125 S. Wacker Dr., Ste. 2800
Chicago, IL 60606

International Management
Advisors Inc.
767 3rd Ave., 10th Fl.
New York, NY 10017

J.L. Jordan Associates
4020 McEwen, Ste. 151
Dallas, TX 75244

Ward Howell International
99 Park Ave., 20th Fl.
New York, NY 10016

## Fee-in-Advance Agencies

This group of agencies has always been a paradox for me. I'm sure they must place people in overseas jobs, or they wouldn't be in business. The problem is that they've never placed me, and I'm in a specialized field that recruiters refer to as "highly marketable." Agencies from this group require cash in advance, in return for which they promise to search for an overseas position for you. The important thing to realize is that they are under no obligation to find you a job, they just have to search. *They do not guarantee employment.* Fees range anywhere from $100 to more than $600. They usually advertise about free services such as tax accounting and résumé preparation (which are free as long as you don't take into account the up-front money). Also, some state laws require agencies in this category to match an applicant with a specified number of job openings per month. The mere fact that such laws exist is an indication

of past history. I often wonder if "openings" aren't sometimes carried as active even after the positions have been filled, thereby allowing the agency to meet its monthly quota in some instances, but let's assume that things like that don't happen and that the world is flat. A personal experience might give you further insight as to the nature of these types of agencies. From the following example and from what you've read so far, you can draw your own conclusions.

Years ago I paid more than $300 to an agency in the pay-in-advance category and nothing ever came from the situation (not even one letter of interest), so I had my doubts. More recently, I received a phone call from an agent with another pay-in-advance agency. The sales pitch was spectacular, and within ten minutes he had me ready to pack my bags. In the back of my mind I knew better, but I decided to sign up in order to test their services, mainly because I was about to undertake the writing of this book. The very next day I received a large envelope (sent priority overnight) requesting my signature and payment of $500. For this sum I was to receive matches on overseas job openings every month for the next year. I filled out the forms, sent in my money and sat back to wait. A week later I received a computer printout with lots of meaningless numbers and reference to an aviation job (which isn't even my career field). That was more than a year ago, and I haven't heard a thing from them since.

To put things in perspective, these agencies ask you to give them money in advance, for which they guarantee nothing in return. Once the money is paid, there seems to be little motivation to continue a sincere job search on your behalf. If you'd like, write for their literature and even try their services, but be well advised that there are no guarantees.

## Pay-if-Hired Agencies

This type of agency is recommended simply because it presents a no-risk situation for you. Basically, you sign an agreement and pay a small administrative fee in advance.

Then the agency goes to work for you. If they find an opening that matches your experience, they send your résumé to the company, which in turn will contact you directly. You are under no obligation to accept any job offer, but if an offer is made and you accept the position, you are then responsible for paying the agency that found the job for you. Fees vary, but they are usually quite substantial. Ten percent of your first year's salary is not uncommon. The reason I personally recommend using a high-cost agency like this is because you're in the driver's seat and it's possible that they could ferret out a really exotic contract for you—one you might stick with for years. Rest assured that these people will cover some territory for you. They have a very high incentive to find you a job. Aside from the initial administrative fee, there is no cost unless you decide to accept a job they've located for you, and even then the entire cost is tax deductible. Listed below are a couple of pay-if-hired agencies that may be of help to you.

American Overseas
Employees Association
1400 Kapiolani Blvd.
Ste. C29
Honolulu, HI 96814

International Schools
Services, Inc.
15 Roszel Rd.
Princeton, NJ 08540

## Government Jobs

When it comes to applying for government jobs, you can be assured of two things: tons of paperwork and months of waiting. That's not to say there aren't desirable government jobs overseas, it's just that you need to approach them with the right attitude and persistence. Be prepared to fill out a "Standard Form 171" for each opening you apply for, because the form doesn't lend itself to copying and most government offices won't even accept résumés. You have to follow all the frustrating bureaucratic procedures or your application will end up gathering dust in some secretary's trash can.

Personally, I put government applications on the back

burner. After having contacted hundreds of private companies and agencies on an initial job search, I'm usually tired of the intense paperwork and I'll take a few weeks of mental vacation. Eventually my stamina begins to return and I'll spend some leisurely evenings filling out applications for select government vacancies. After sending in applications, it's time to sit back and wait. You can try follow-up techniques and personal calls if you like, but in my experience they're a waste of time and money. Don't subject yourself to the needless frustration of dealing with indifferent clerks who seem to think it would take an Act of Congress to jeopardize their jobs. If their ponderous system gets around to making you a direct offer, that's the time to give them your full attention.

One final consideration is the fact that as a government employee you won't get a tax break for working overseas. U.S. government employees are taxed on their earnings worldwide.

The first step in applying for a government job overseas is to identify those departments or agencies that are likely to hire for your occupation. Most large groups, like the Corps of Engineers, Air Force, and Department of Defense, hire for a multitude of different occupations. Write to the ones you're interested in and request their "Current List of Vacancies" for your general career field. Also request several SF 171s (standard government application forms). When you receive the materials and see a vacancy that appeals to you, fill out an SF 171 and send it in. Each job will have a VACANCY ANNOUNCEMENT NUMBER and a CLOSING DATE listed. These are both required on each SF 171 you send in. If you neglect either, your clerk will be at a loss, as will your application. For additional information on federal jobs overseas, write to: Federal Jobs Overseas, U.S. Office of Personnel Management, 1900 E St. NW, Washington, D.C. 20415.

## Government Offices

The following is a list of government offices you can contact regarding overseas employment. Request "current vacancy

announcements" for overseas positions and several SF 171s from each office you contact.

Armed Forces Radio-TV
Publications Services
1735 N. Lynn St.
Arlington, VA 22209

Central Intelligence Agency
Director of Personnel
Washington, D.C. 20505

Defense Intelligence Agency
Civilian Personnel/Pentagon
Washington, D.C. 20340

Department of Agriculture
South Bldg.-Rm. 5627
14th and Independence
Aves., SW
Washington, D.C. 20250

Department of the Air Force
Overseas Rotation &
Recruiting
Headquarters USAF, DPCMM
Washington, D.C. 20314

Department of the Army
Civilian Career Management
Rm. 4A091, Forrestal Bldg.
Washington, D.C. 20314

Department of the Interior
Office of Territorial Affairs
1800 C St. NW
Washington, D.C. 20240

Department of Justice
Personnel Office
Constitution Ave. and
10th St. NW
Washington, D.C. 20530

Department of the Navy
Overseas and Return
Placement
800 N. Quincy St., Rm. 1219
Arlington, VA 22203

Department of the Navy
Office of Civilian Personnel
Washington, D.C. 20390

Department of State
Recruitment Division
Box 9317, Rosslyn Station
Arlington, VA 22209

Drug Enforcement
Administration
Department of Justice/
Personnel
Rm. 817, A HRH
1415 1st St. NW
Washington, D.C. 20537

Environmental Protection
Agency
Administration of
International Activities,
A-106
401 M St. SW
Washington, D.C. 20460

Federal Maritime Commission
Office of Personnel
1100 L St. NW
Washington, D.C. 20573

General Accounting Office
441 G St. NW, Rm. 7836
Washington, D.C. 20548

Immigration and Naturalization Service
Central Personnel Office
425 I St. NW
Washington, D.C. 20536

International Development Cooperation Agency
320 21st St. NW
Washington, D.C. 20523

International Monetary Fund
Recruitment Division
700 19th St. NW
Washington, D.C. 20431

International Trade Administration
Personnel-Rm. 4808W
Department of Commerce
14th and Pennsylvania Ave. NW
Washington, D.C. 20230

National Oceanic & Atmospheric Administration
Personnel Officer
U.S. Department of Commerce
Washington, D.C. 20230

National Science Foundation
1800 G St. NW
Washington, D.C. 20550

National Security Agency/ Central Security Service
Recruitment-Attn: M321
Fort Meade, MD 20755

OPM Job Information Center
Federal Bldg.
Carlos E. Chardon St.
Hato Rey, PR 00918

OPM Job Information Center
Pacific News Bldg., Rm. 902
238 O'Hara St.
Agana, Guam 96910

Overseas Private Investment Corp.
Personnel Office
1615 M St. NW
Washington, D.C. 20527

Peace Corps
Overseas Recruitment
1990 K St. NW
Washington, D.C. 20526

UN Institute for Training & Research
Appointment and Promotion Board
801 United Nations Plaza
New York, NY 10017

United States Customs Service
Recruitment Division
1301 Constitution Ave. NW
Washington, D.C. 20229

U.S. Department of State
General Recruitment Branch
2201 C St. NW
Washington, D.C. 20520

U.S. Information Agency
Employment Branch (M/PDS)
301 4th St. SW, Rm. 524
Washington, D.C. 20547

U.S. Nuclear Regulatory Commission
Division of Personnel
Recruitment Branch
Washington, D.C. 20555

Voice of America
Rm. 1192, HHS North Bldg.
330 Independence Ave. SW
Washington, D.C. 20547

## Social Organizations

This group of employers deals mainly in religious-oriented social work in Third World nations. Some technical and managerial positions do exist, but the majority are low-paying jobs similar to the Peace Corps.

I've included addresses of the organizations likely to require technical or managerial skills. For those who would like to pursue this category of employers further, I suggest writing to the Agency for International Development (A.I.D.). They maintain a list of agencies involved in social relief work in Third World countries.

Agency for International Development
Washington, D.C. 20523

Technical Assistance Information Clearing House
200 Park Ave. S.
New York, NY 10003

United Nations Industrial
Development Organization
P.O. Box 300
A-1400 Vienna
AUSTRIA

## Published Resources

***Americans Abroad: A Handbook for Living and Working Overseas***
Praeger Publishing
A Division of Greenwood Press
1 Madison Ave., 11th Fl.
New York, NY 10010

An exhaustive study on the subject of overseas jobs from a family viewpoint, this book covers every imaginable detail of moving a family overseas from start to finish. The subjects range from analyzing the career benefits of an overseas position to what you should do with your snowblower while you're gone. There are excellent sections on taxes, children, schools, shopping, and—believe it or not—even a chart that converts your U.S. recipe times to overseas (50-cycle) clock times. This is truly a complete step-by-step manual for moving a family overseas.

***Army Times-Air Force Times-Navy Times***
The Times Journal Co.
Springfield, VA 22159

These newspapers are outstanding sources of addresses for both private companies and personnel agencies. Long ago, recruiters realized that ex-service personnel are well trained and readily adaptable to overseas jobs, since they are already experienced in life abroad and international travel. A large variety of companies advertise in these papers for everything from drivers to highly specialized technicians. A

trial subscription to any of the three papers is an excellent way to expand your master list.

***Aviation Employment Monthly***
Aviation Employment Monthly
Box 8286
Saddlebrook, NJ 07662

This publication lists hundreds of openings for pilots, mechanics, and technicians worldwide.

***Directory of American Firms Operating in Foreign Countries***
World Trade Academy Press
50 E. 42nd St., Ste. 509
New York, NY 10017

This three-volume set of books is the foremost source of addresses for companies that hire people for overseas jobs. It's an expensive set, but it's available in the reference section of most large libraries. Since companies are listed alphabetically, it's a time-consuming process to weed out those that are of interest to you. Each description includes the company name, address, telephone number, type of business, and the countries in which the company operates.

Scan the lists by concentrating on the type of business listed for each company. An engineer, for example, would want to list any company engaged in engineering, construction, oil and gas, operations and maintenance, aerospace, manufacturing; in short, any industry likely to employ an engineer. From these addresses you can add to your master list by sending out résumés to positively identify those companies that may be potential employers.

Be suspicious of companies that are listed as doing business in only one foreign country, such as Mexico. Chances are they have a manufacturing facility just across the border to take advantage of cheap labor conditions. Your chances of getting an "overseas" job with them are slim.

***Fischer Report***
Group Fischer
110 Newport Center Dr., Ste. 150
Newport Beach, CA 92660

Published twice monthly, this newsletter contains sections on current and upcoming overseas projects, along with addresses of the companies responsible for staffing. Also included are occasional ads for support services, such as tax consultants and insurance agents, and editorials on subjects that have a bearing on overseas employment trends. Group Fischer offers a placement service called "Manlink" along with the newsletter. When you subscribe to their service, your résumé is entered into their computer system for distribution to client companies on a no-guarantee basis.

While the *Fischer Report* newsletter and Manlink service are not cheap, they are good sources of information. This group seems to have its finger on the pulse of the overseas information market.

***International Employment Hotline***
International Employment Hotline
P.O. Box 3030
Oakton, VA 22124

This monthly newsletter contains informative articles about working overseas, along with listings of specific openings and contact addresses. As is usually the case, many openings listed are for social relief and volunteer organizations, but there are also listings for technical jobs.

***International Jobs Report***
International Staffing Consultants Inc.
19762 MacArthur Blvd.
Irvine, CA 92715

This is a decent newsletter and the price is right—for three dollars an issue you can add quite a few addresses to your

master list. Order one copy (it's published weekly) as a sample or subscribe long term. There are no wasted words in this newsletter. It's simply a listing of overseas job openings and company addresses.

***Lonely Planet Travel Guides***
Lonely Planet Publications
Embarcadero West
112 Linden St.
Oakland, CA 94607

As a one-stop source of travel guides and language books, Lonely Planet Publications has it all. From speaking Swahili to trekking in Tibet, they've got the country of your interest covered.

***Overseas Employment Newsletter***
Overseas Employment Services
P.O. Box 460
Town of Mount Royal
Quebec H3P 3C7
CANADA

Published every two weeks, this newsletter contains a lengthy description of each job opening listed, along with addresses and phone numbers for contacts. Being a Canadian-based newsletter, it has an abundance of addresses for British companies and personnel agencies, which opens a whole new area of potential overseas employment. While I've never had any luck with British companies, the potential exists. I suggest using this newsletter primarily as a source for U.S. company addresses and as a means for touching base with a few British agencies.

This company also publishes several good directories that list addresses of hundreds of companies in the category of your choice. Some of the directories include a Middle East employment guide, a directory of international employment agencies, and a directory of American companies overseas.

***Scuttlebutts***
Overseas Craftsman's Association
5300 Orange Ave., Ste. 123
Cypress, CA 90630

The Overseas Craftsman's Association produces this monthly publication. OCA has been around since the 1940s and offers a large number of services with its memberships, such as résumé distribution, mail forwarding, educational services, and legal and tax services. The newsletter itself is similar to the *Fischer Report*; both offer articles on overseas employment trends and developments, along with current overseas job openings and recently awarded contracts.

***Transitions Abroad: The Guide to Learning, Living, Working Overseas***
Transitions Abroad
18 Hulst Rd.
Box 344
Amherst, MA 01004

*Transitions Abroad*, published five times annually, is an established independent resource guide to living, studying, working, and traveling overseas. It emphasizes practical, usable information through timely articles and firsthand reports.

***UNIDO Newsletter***
United Nations Industrial Development Organization
P.O. Box 300
A-1400 Vienna
AUSTRIA

Interested in free-lancing overseas? This newsletter describes opportunities for entrepreneurs interested in establishing their own business in a foreign country. Examples might be the need for technical assistance and financial

investment in a manufacturing or construction project that UNIDO is overseeing. Be sure to request your copy in English.

***Work Abroad Newsletter***
Mr. Information
P.O. Box 1100
Toronto, Ontario
CANADA M4Y 2T7

This monthly publication lists current openings in overseas employment. It's an inexpensive source for helping to build your master of companies, and the publisher of this newsletter also offers a multitude of additional directories covering personnel agencies, lists of companies in foreign countries, and foreign employment guides.

Section II

# Resources

# 3

# Finances

While working abroad, you will probably have two general concerns about money: traveling and investing. Arranging your finances to facilitate international travel is largely a matter of common sense, but don't overlook the point that you should do it now, before you find yourself at the mercy of a barely functioning Third World postal system.

A major credit card, such as Visa or American Express, is indispensable. It helps you avoid having to carry large amounts of cash and acts as a backup in an emergency. Traveler's checks are the only safe way to carry money for those times when you can't use a credit card, and American Express offers an array of emergency services in addition to replacement of lost checks. Consolidation of checking accounts, credit cards, and other services through one institution makes life a lot easier, and credit unions usually have the best rates. Once overseas, you can open a local checking account to facilitate cashing your paychecks and sending money home, so be sure to take some blank deposit slips from your stateside account.

There are thousands of publications that deal with investments and money-making opportunities in the States, but information about offshore/foreign banking is somewhat limited. There are some good investment opportunities abroad, but as the saying goes, there's no such thing as a free lunch. High interest rates are readily available, but they are usually offset by the risk of devaluation or outright nationalization of foreign currency. To learn about the various investment opportunities, subscribe to offshore investment newsletters, order books on the subject, and contact foreign banks for rate comparisons.

## Foreign Banks

Banque Indiana
50 Avenue De La Gare
P.O. Box 127
Lausanne CH-1003
SWITZERLAND

Barclays Bank
Expatriate Department K20
Library Place - St. Helier
Jersey
CHANNEL ISLANDS

Foreign Commerce Bank
Bellariastrasse 82
P.O. Box 5022
Zurich CH-8038
SWITZERLAND

Jyske Bank
Private Banking
(International)
Vesterbrogade 9
Copenhagen V OK-1501
DENMARK

National Westminster Bank
PLC
P.O. Box 707
Grand Cayman
CAYMAN ISLANDS

Nippon Credit Bank
13-10 Kudan-Kita 1-Chome
Chiyoda-ku
Tokyo 102
JAPAN

Standard Chartered Bank
Asian Currency Unit
6 Battery Road
Singapore 0104
REPUBLIC OF SINGAPORE

Swiss American Bank LTD.
High St.
P.O. Box 1302
St. John's
ANTIGUA

Ueberseebank AG Zurich
Limmatquai 2
Zurich CH-8024
SWITZERLAND

## International Investment

### Publications

Encyclopedia of Offshore Banking NIC
Allen Toorean
220 Carrol St.
Shreveport, LA 71105

International Investing
Eden Press
P.O. Box 8410
Fountain Valley, CA 92728

Mexletter
Apartado Postal 10-711
Mexico D.F.
11000 MEXICO

Offshore Banking News
301 Plymouth Dr. NE
Dalton, GA 30720

The Offshore Financial Report
Subscription Department
P.O. Box 45134
Jacksonville, FL 32232

Scott's World Reports
International Service Center
3106 N. 9th St.
Naples, FL 33940

World Investment News
P.O. Box 3169
Blaine, WA 98230

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### Investment Services

Antigua International Trust Ltd.
High St.
P.O. Box 1302
St. John's
ANTIGUA

Caribbean Consultants & Liaison Group
P.O. Box 222
Basseterre, St. Kitts
WEST INDIES

Caribbean Management Services
Maclaw House
P.O. Box 103 Duke St.
Turks & Caicos Islands
B.W.I.

Charles Schwab & Co.
101 Montgomery St.
San Francisco, CA 94104
1-800-648-5300

International Service Co.
P.O. Box 7440
Panama 5
REPUBLIC OF PANAMA

Ovest Securities Inc.
76 Beaver St.
New York, NY 10005
1-800-221-5713

Quantum Merchant Corp.
P.O. Box 6-5879, El Dorado
Panama 6A
REPUBLIC OF PANAMA

Royal Investors Groups Inc.
120 Wall St.
New York, NY 10005
1-800-221-9900

Target International Management
Ordnance House
31 Pier Road
St. Helier, Jersey
CHANNEL ISLANDS

Tradex Brokerage Service
82 Beaver St.
New York, NY 10005
1-800-221-7874

## Traveler's Checks

| | |
|---|---|
| American Express | 800-221-7282 |
| Bank of America | 800-227-3460 |
| Barclay's Bank | 800-221-2426 |
| Thomas Cook | 800-223-7383 |
| MasterCard International | 800-223-9920 |
| VISA | 800-227-6811 |

# 4

# Taxes

One of the most attractive benefits of overseas work is the lack of federal income tax. The current ceiling is $70,000, which means that anything you make up to that amount is tax-free. Section 911 of the Internal Revenue Code states that a person may exclude up to $70,000 from federal income tax if that person is physically present in a foreign country (or countries) for a period of at least 330 out of 365 days per tax year, and if the source of income is services performed outside of the United States. In some instances (such as construction projects), it's possible for a job to end before anticipated, at which point you find yourself weeks or even months short of the 330 days required for a tax break. One solution is to spend the remaining time traveling or vacationing in the foreign country of your choice, although I've known some individuals who, when faced with the prospect of spending months alone in a strange country, felt it worth the risk to return home by way of Canada or Mexico.

In most instances, your tax liability when working overseas will be zero. The majority of overseas contracts are

completely tax-free, but occasionally you may encounter obscure local taxes imposed on foreign workers. They are usually token amounts, and your recruiter will advise you of any such conditions. Be cautious, however, of countries that tax according to residence. Even though you will pay no U.S. tax, a job in some foreign countries may result in heavy tax liability to the host country while you reside there. England is a prime example, and again, your recruiter should advise you of the tax ramifications.

Tax regulations are constantly changing, but even in a remote overseas location, any changes that affect you directly are likely to be the topic at breakfast. Stateside company executives are in constant communication with overseas project managers and will relay information about any changes in tax regulations that might have an effect on your status. If you have investments or other sources of income, the services of an accountant with previous overseas tax experience is recommended. Overseas newsletters are a good source for tax and investment advisors. For further information, contact the following:

Internal Revenue Service CP: 010:8
Washington, D.C. 20225

Forms Distribution Center
P.O. Box 25866
Richmond, VA 23289

Forms Distribution Center
Rancho Cordova, CA 95743

(The above three addresses are sources for publication #54, *Tax Guide for U.S. Citizens Abroad*).

The Oats Group (Overseas American Tax Service)
14511 Falling Creek, Ste. 205
Houston, TX 77014

# 5

# Mail Forwarding Services

Over the years I've tried a number of different mail-forwarding services and have come to the conclusion that there are two basic types. The first consists of "business services" offices that offer a wide range of services in addition to simple mail forwarding. These businesses are professional and efficient and often have other conveniences such as fax services, phone answering, and general office services. These are the best type of forwarding services to enlist, mainly because of their dependability. Businesses of this type are usually well established and can even go through a change of ownership without it affecting your mail. The second type of forwarding service operates on more of an "underground" principle. You can usually identify this type by their advertisements, which stress privacy and their policy of not revealing client addresses to third parties. I assume their popularity is a result of the large number of people who want to keep their whereabouts unknown to creditors or ex-spouses. My only complaint about this category is that some of them are operated out of apartments and

consequently lack permanence. Enlisting the services of anything other than a well-established business may mean you'll have to change your address and thus lose touch with valuable overseas contacts.

The best way to choose a mail-forwarding service is to write to several and request their information brochures for comparison. Regardless of which type you choose, always look for signs of permanence, such as the number of years in business and the lack of apartment numbers in the business address.

American Mail & Package Center
3808 Rosecrans St.
San Diego, CA 92110

SOS Secretarial Services
P.O. Box 1721
Hamilton 5
BERMUDA

Worldwide Mail and Message Service
15031-B Military Rd. S.
Seattle, WA 98188

# 6

# Education by Mail

Pursuing a higher education is one of the best ways to occupy your spare time overseas. Working toward a goal will not only keep you from becoming bored, it will also give you a great sense of accomplishment. There is an abundance of programs available through correspondence, and they fall into three basic groups.

Accredited colleges and universities that offer correspondence courses through their continuing education divisions make up the first group. Most of these institutions will allow you to complete up to one half of the work required for a degree through correspondence. The remaining work can be partially made up of transfer credits, but some on-campus work is generally required. If you already have an accumulation of college credits (especially from one of the schools listed), you may be able to complete a degree entirely through correspondence. Even if you're just starting out, this is a good opportunity for you to put a lot of the basics behind you through correspondence, thereby reducing your future on-campus requirements. Some of the schools in this group

also offer certificate programs that are shorter in length and concentrated. Completing a correspondence program not only gives you a certificate from a respected college, but also the option of applying the credits toward a full degree at a later date.

In the second group are correspondence schools that are privately owned and usually technical in nature. They've been around for a long time and offer some good courses that would be an asset to any technician's résumé, if for no other reason than to demonstrate your motivation. Most of them are accredited, qualify for GI Bill benefits, and award a certificate at completion.

Be cautious of the third group. It's made up of "universities" and "institutes" with official-sounding names that are often little more than offices that sell degrees. Because of liberal laws in some states, these outfits can offer huge blocks of credit for "life experiences," thereby reducing the course to a few basic outlines and a check-signing session. For several thousand dollars you can buy an official-looking degree, but it won't carry much academic weight.

## Technical Schools

Home Study International
6940 Carroll Ave.
Takoma Park, MD 20912

International Correspondence School
Center for Degree Studies
925 Oak St.
Scranton, PA 18515

## Colleges and Universities

Ball State University
Charmichael Hall
School of Continuing Ed.
Muncie, IN 47306

Brigham Young University
206 Harmon Continuing Ed. Bldg.
Provo, UT 84602

Indiana University
Division for Extended Studies
Owen Hall 001
Bloomington, IN 47405

Louisiana State University
Office of Independent Study
Baton Rouge, LA 70803

Portland State University
Oregon State System of Higher Education
c/o Office of Independent Study
P.O. Box 1491
Eugene, OR 97207

University of Arkansas
2 University Center
Fayetteville, AR 72701

University of California Extension
2223 Fulton St.
Berkeley, CA 94720

University of Florida
Division of Continuing Ed.
Gainesville, FL 32611

University of Idaho
Continuing Ed. Bldg., Rm. 116
Moscow, ID 83843

University of Illinois
302 E. John St., Ste. 1406
Champaign, IL 61820

University of Kansas
Division of Continuing Ed.
Lawrence, KS 66045

University of Kentucky
Rm. 1, Frazee Hall
Lexington, KY 40506

University of Minnesota
45 Westbrook Hall
77 Pleasant St. SE
Minneapolis, MN 55455

University of Mississippi
E.F. Yerby Center, Rm. 2
University, MS 38677

University of Missouri-Columbia
136 Clark Hall
Columbia, MO 65211

University of Nebraska-Lincoln
269 Center for Continuing Ed.
33rd and Holdrege
Lincoln, NE 68583

University of North Carolina
Division of Extension
Abernethy Hall, CB #3420
Chapel Hill, NC 27599

University of Oklahoma
1700 Asp Ave., Rm. B-1
Norman, OK 73037

University of Tennessee
Center for Extended
Learning
420 Communications Bldg.
Knoxville, TN 37996

University of Texas at Austin
P.O. Box 7700
Austin, TX 78713

University of Utah
Division of Continuing Ed.
Extension Program
1152 Annex Bldg.
Salt Lake City, UT 84112

University of Wisconsin-
Extension
432 N. Lake St.
Madison, WI 53706

Washington State University
Extended Academic
Programs
202 Van Doren Hall
Pullman, WA 99164

# 7

# U.S. Embassies

**Afghanistan**
Wazir Akbar Khan Mina
Kabul

**Algeria**
4 Chemin Cheich Bachir
Brahimi
B.P. 549 Algiers

**Argentina**
4300 Columbia 1425
Buenos Aires

**Australia**
Moonah Pl.
Canberra A.C.T. 2600

**Austria**
Boltzmanngasse 16 A-1091
Vienna

**Bahamas**
Mosmar Bldg.
Queen St.
P.O. Box N-8197
Nassau

**Bahrain**
Shaikh Isa Rd.
P.O. Box 26431
Manama

**Bangladesh**
Adamjee Ct. Bldg. 5th Fl.
Motijheel Commercial
Area

**Barbados**
P.O. Box 302, Box B
Bridgetown

**Belgium**
27 Blvd. du Regent
B-1000 Brussels

**Belize**
Gabourel Ln. & Hutson St.
P.O. Box 286
Belize City

**Benin**
Rue Caporal Anani Bernard
B.P. 2012 Cotonou

**Bermuda**
Vallis Bldg.
Front St.
P.O. Box 325
Hamilton 5

**Bolivia**
Baneo Popular Del Peru
Bldg.
P.O. Box 425
La Paz

**Botswana**
P.O. Box 90
Gaborone

**Brazil**
Avenida das Nocoes, Lote 3
Brasilia

**Bulgaria**
1 Stamboliski Blvd.
Sofia

**Burma**
581 Merchant St.
AM Embassy, Box B
GPO Box 521 Rangoon

**Burundi**
Avenue du Zaire
B.P. 1720 Bujumbura

**Cameroon**
Rue Nachtigal
B.P. 817 Yaounde

**Canada**
100 Wellington St.
Ottawa K1P 5T1

**Republic of Cape Verde**
Rua Hoji Ya Yenna 81
C.P. 201 Praia

**Central African Republic**
Ave. President Dacko
B.P. 924 Bangui

**Chad**
Ave. Felix Eboue
B.P. 413 N'djamena

**Chile**
1343 Agustinas
Santiago

**China**
Xiu Shuri Bei Jie 3
Dept. of State
Washington, D.C. 20520

**Colombia**
Calle 38, No. 8-61
Bogota

**People's Republic of the Congo**
Ave. Amilcar Cabral
B.P. 1015 Brazzaville

**Costa Rica**
Avenida 3 & Calle I
San Jose

**Cuba**
Swiss Embassy, Calzada entre L&M
Vedado Seccion
Havana

**Cyprus**
Therissos & Dositheos Sts.
Nicosia

**Czechoslovakia**
Trziste 15-12548
Prague

**Denmark**
Dag Hammarskjolds Alle 24
2100 Copenhagen 0

**Republic of Djibouti**
Plateau du Serpent
Blvd. Marechal Joffre
B.P. 185 Djibouti

**Dominican Republic**
Calles Cesar Nicolas Penson & Leopoldo Navarro
Santo Domingo

**Ecuador**
Avenida 12 de Octubre y Avenida Patria
P.O. Box 538
Quito

**Egypt**
5 Sharia Latin America
Cairo

**El Salvador**
25 Avenida Norte No. 1230
San Salvador

**Equatorial Guinea**
Calle de Los Ministros
P.O. Box 597
Malabo

**Ethiopia**
Entoto St.
P.O. Box 1014
Addis Ababa

**Fiji**
31 Loftus St.
P.O. Box 218
Suva

**Finland**
Itainen Puistotie 14A
SF-00141 Helsinki

**France**
2 Ave. Gabriel
75382 Paris Cedex 08

**Gabon**
Blvd. de la Mer
Libreville

**Gambia**
P.M.B. No. 19
Fajara (E.), Kairaba Ave.
Banjul

**German Democratic Republic**
Neustaedtische Kirchstrasse 4-5
1080 Berlin, USBER Box E

**Federal Republic of Germany**
Deichmanns Ave.
5300 Bonn 2

**Ghana**
Ring Rd. E
P.O. Box 194
Accra

**Greece**
91 Vasilissis Sophias Blvd.
Athens

**Grenada**
St. George's Ross Point Inn
P.O. Box 54
St. George's

**Guinea**
2nd Blvd. & 9th Ave.
B.P. 603 Conakry

**Guinea-Bissau**
Avenida Domingos Ramos
C.P. 297
Bissau

**Guyana**
31 Main St.
Georgetown

**Haiti**
Harry Truman Blvd.
P.O. Box 1761
Port-Au-Prince

**Honduras**
Avenido La Paz
Tegucigalpa

**Hungary**
V. Szabadsag Ter. 12
Budapest

**Iceland**
Laufasvegur 21
Reykjavik

**India**
Shanti Path
Chanakyapuri 110021
New Delhi

**Indonesia**
Medan Merdeka Selatan 5
Jakarta

**Ireland**
42 Elgin Rd.
Ballsbridge, Dublin

**Israel**
71 Hayarkon St.
Tel Aviv

**Italy**
Via Veneto 119/A
00187 Rome

**Jamaica**
2 Oxford Rd., 3rd Fl.
Kingston

**Japan**
10-1 Akasaka 1-chome
Minato-ku (107)
Tokyo

**Jordan**
Jebel Amman
P.O. Box 354
Amman

**Kenya**
Moi/Haile Selassie Ave.
P.O. Box 30137
Nairobi

**Korea**
82 Sejong-Ro
Chongro-ku Seoul

**Kuwait**
P.O. Box 77 SAFAT
13001 Safat

**Laos**
Rue Bartholonie
P.O. 114, Box V
Vientiane

**Lebanon**
Antelias, P.O. Box 70-840
Beirut

**Lesotho**
P.O. Box 333
Maseru 100

**Liberia**
111 United Nations Dr.
P.O. Box 98
Monrovia

**Luxembourg**
22 Blvd. Emmanuel-Servais
2535 Luxembourg

**Madagascar**
14 Rue Rainitovo
Antsohavoia
B.P. 620 Antananarivo

**Malawi**
P.O. Box 30016
Lilongwe

**Malaysia**
376 Jalan Tun Razak
50400 Kuala Lumpur

**Mali**
Rue Testard &
Rue Mohamed V
B.P. 34 Bamako

**Malta**
Saint Anne St.
Floriana, P.O. Box 535
Valletta

**Mauritania**
B.P. 222 Naouakchott

**Mauritius**
Rogers Bldg., 4th Fl.
John Kennedy St.
Port Louis

**Mexico**
Paseo de la Reforma 305
Mexico 5 D.F.

**Morocco**
2 Ave. de Marrakech
P.O. Box 120
Rabat

**Mozambique**
35 Rua Da Mesquita, 3rd Fl.
P.O. Box 783
Maputo

**Nepal**
Pani Pokhari
Kathmandu

**Netherlands**
Lange Voorhout 102
The Hague

**New Zealand**
29 Fitzherbert Ter.
Thorndon, Wellington

**Nicaragua**
Km 4-1/2 Carretera Sur
Managua

**Niger**
B.P. 11201 Niamey

**Nigeria**
2 Eleke Crescent
P.O. Box 54 Lagos

**Norway**
Drammensveien 18
Oslo 2

**Oman**
Box 966
Muscat

**Pakistan**
Diplomatic Enclave,
Ramna 5
P.O. Box 1048
Islamabad

**Panama**
Apartado 6959
Panama 5
Republic de Panama, Box E

**Papua New Guinea**
Armit St.
P.O. Box 1492
Port Moresby

**Paraguay**
1776 Mariscal Lopez Ave.
Casilla Postal 402
Asunción

**Peru**
Avdas Espana & Inca
Garcilaso de la Vega
Lima

**Philippines**
1201 Roxas Blvd.
Manila

**Poland**
Aleje Ujazdowskie 29/31
Warsaw

**Portugal**
Avenida das Forcas Armadas
1600 Lisbon

**Qatar**
Fariq Bin Omran
P.O. Box 2399
Doha

**Romania**
Strada Tudor Arghezi 7-9
Bucharest

**Rwanda**
Blvd. de la Revolution
B.P. 28 Kigali

**Saudi Arabia**
Collector Rd. M
Riyadh

**Senegal**
Ave. Jean XXIII
B.P. 49 Dakar

**Seychelles**
P.O. Box 148
Victoria

**Sierra Leone**
Walpole & Siaka Stevens Sts.
Freetown

**Singapore**
30 Hill St.
Singapore 0617

**Somalia**
Corso Primo Luglio
P.O. Box 574
Mogadishu

**South Africa**
Thibault House
225 Pretorius St.
Pretoria

**Spain**
Serrano 75
Madrid

**Sri Lanka**
2100 Galle Rd.
P.O. Box 106
Colombo 3

**Sudan**
Sharia Ali Abdul Latif
P.P./Box 699
Khartoum

**Suriname**
Dr. Sophie
Redmondstraat 129
P.O. Box 1821
Paramaribo

**Swaziland**
P.O. Box 199
Warner St.
Mbabane

**Sweden**
Strandvagen 101
S-11527 Stockholm

**Switzerland**
Jubilaeumstrasse 93
3005 Bern

**Syria**
Abu Rmaneh, Al Mansur St.
No. 2
P.O. Box 29
Damascus

**Tanzania**
36 Laibon Rd.
P.O. Box 9123
Dar es Salaam

**Thailand**
95 Wireless Rd.
Bangkok

**Togo**
Rue Pelletier Ceventou &
Rue Vauban
B.P. 852 Lome

**Trinidad & Tobago**
15 Queen's Park W.
P.O. Box 752
Port-of-Spain

**Tunisia**
144 Ave. de la Liberte
1002 Tunis-Belvedere

**Turkey**
110 Ataturk Blvd.
Ankara

**U.S.S.R.**
Ulitsa Chaykovskogo
19/21/23
Moscow

**United Arab Emirates**
Abu Dhabi Al-Sudan St.
P.O. Box 4009
Abu Dhabi

**United Kingdom**
24/31 Grosvenor Sq.
W1A 1AE London
ENGLAND

**Uruguay**
Calle Lauro Muller 1776
Montevideo

**Venezuela**
Avdas Francisco de Miranda
& Principal de la Floresta
1060-A Caracas

**Yemen Arab Republic**
Box 1088
Sanaa

**Yugoslavia**
Kneza Milosa 50
Belgrade

**Zaire**
310 Ave. des Aviateurs
Kinshasa

**Zambia**
Corner Independence &
United Nations Ave.
P.O. Box 31617
Lusaka

**Zimbabwe**
172 Rhodes Ave.
P.O. Box 3340
Harare

# 8

# Airline Reservations

| Airline | Reservations | Exceptions |
|---|---|---|
| Aer Lingus | 800-223-6537 | |
| ALM Antillean Airlines | 800-327-7230 | FL 800-432-2849 |
| Aero Peru | 800-327-1333 | |
| Air Cal | 800-424-6232 | |
| Air France | 800-237-2747 | |
| Air India | 800-223-7776 | |
| Air Jamaica | 800-523-5585 | |
| Air Lanka | 800-421-9898 | CA 800-262-1297 |
| Air New Zealand | 800-262-1234 | |
| Air Panama International | 800-423-6056 | |
| Air Virginia | 800-446-7834 | |
| Alaska Airlines | 800-426-0333 | |
| Alia Royal Jordanian Airlines | 800-223-0470 | |
| Alitalia Airlines | 800-223-5730 | NY 800-442-5860 |
| U.S. Air Express | 800-428-4253 | |
| American Airlines | 800-443-7300 | |
| American Central Airlines | 800-553-9000 | |

| Airline | Reservations | Exceptions |
|---|---|---|
| American Trans Air | 800-428-3300 | |
| Aviateca Airlines | 800-255-2842 | |
| Bahamas Air | 800-222-4262 | |
| Braniff | 800-272-6433 | |
| British Caledonia Airways | 800-634-3545 | |
| Cayman Airways | 800-422-9626 | |
| Chalks International Airlines | 800-327-2521 | FL 800-432-8807 |
| Continental Airlines | 800-231-0856 | |
| Delta Air Lines | 800-241-4141 | |
| Eastern Airlines | 800-327-8376 | |
| Ecuatoriana Airlines | 800-328-2367 | FL 800-626-0363 |
| Finnair | 800-223-5700 | |
| Florida Express Airlines | 800-327-8538 | |
| German Charter | 800-421-5842 | |
| Hawaiian Airlines | 800-367-5320 | |
| Horizon Air | 800-547-9308 | |
| Iberia Airlines of Spain | 800-221-9741 | |
| Japan Air Lines | 800-525-3663 | |
| KLM Royal Dutch Airlines | 800-556-7777 | |
| Korean Airlines | 800-421-8200 | |
| Kuwait Airways | 800-458-9248 | |
| LAN Chile Airlines | 800-225-5525 | |
| Lufthansa German Airlines | 800-645-3880 | |
| Malaysian Airlines | 800-648-3273 | |
| Malev Hungarian Airlines | 800-223-6884 | |
| Mexicana Airlines | 800-531-7921 | |
| Midway Airlines | 800-621-5700 | |
| New England Airlines | 800-243-2460 | |
| New York Air | 800-221-9300 | |
| Northwest Airlines | 800-225-2525 | AK 800-447-4747 |
| PSA | 800-854-2902 | |
| Pakistan International Airlines | 800-221-2552 | |
| Pan Am | 800-221-1111 | |
| Philippine Airlines | 800-435-9725 | |
| Piedmont Airlines | 800-251-5720 | |

| Airline | Reservations | Exceptions |
|---|---|---|
| Qantas Airways | 800-227-4500 | |
| Royal Air Maroc | 800-223-5858 | |
| Sabena Belgian World Airlines | (East Coast) | 800-645-3700 |
| | (Southeast/Midwest) | 800-645-3790 |
| | (West Coast) | 800-645-1382 |
| Saudi Arabian Airlines | 800-472-8342 | |
| Scandinavian Airlines | 800-221-2350 | |
| Sunbird Airlines | 800-438-7833 | |
| Swissair | 800-221-6644 | NY 800-522-6906 |
| Taca Airlines | 800-535-8780 | |
| Tap Air Portugal | 800-221-7370 | |
| Thai Airways International | 800-426-5204 | |
| TWA | 800-892-4141 | NY 800-221-2000 |
| UTA French Airlines | 800-282-4484 | |
| United Airlines | 800-241-6522 | |
| US Air | 800-428-4322 | |
| US Air Express | 800-428-4253 | |
| Varig Brasilian Airlines | 800-468-2744 | |
| VIASA Venezuela International Airways | 800-468-4272 | FL 800-432-9070 |

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# Hotel Reservations

| Hotel/Motel | Reservations |
|---|---|
| Best Western International | 800-528-1234 |
| Doubletree Inns | 800-528-0444 |
| Econo-Lodge | 800-327-9077 |
| Friendship Inns International | 800-453-4511 |
| Hilton Hotels International | 800-445-8667 |
| Holiday Inns | 800-465-4329 |
| Howard Johnson's | 800-654-2000 |
| Hyatt Hotels | 800-228-9000 |
| Imperial 400 Motor Inns | 800-237-9950 |
| Inter-Continental Hotels | 800-332-4246 |
| Loews Representation International | 800-445-8667 |
| Marriott Hotels | 800-228-9290 |
| Motel 6 | 505-891-6161 |
| Princess Hotels | 800-223-2094 |
| Quality Inns | 800-228-5151 |
| Ramada Inns | 800-228-2828 |
| Red Carpet Inns International | 800-251-1962 |
| Red Lion Thunderbird Motor Inns | 800-426-1982 |

| Hotel/Motel | Reservations |
|---|---|
| Rodeway Inns | 800-228-2000 |
| Sheraton Hotels | 800-325-3535 |
| Sonesta International Hotels | 800-343-7170 |
| SRS Hotels Steigenberger | 800-328-0312 |
| Stouffer Hotels | 800-468-3571 |
| Super 8 Motels | 800-843-1991 |
| Thunderbird Motor Inns | 800-641-4082 |
| Westin Hotels | 800-231-2042 |

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# Car Rental

| Company | Reservations | Exceptions |
|---|---|---|
| Agency Rent-A-Car | 800-321-1972 | OH 800-362-1794 |
| Ajax Rent-A-Car Nationwide | 800-367-2529 | |
| Alamo Rent-A-Car | 800-327-9633 | |
| American International Rent-A-Car | 800-527-0202 | |
| Avis Rent-A-Car | 800-331-1212 | |
| Budget Car & Truck Rental | 800-527-0700 | |
| Dollar Rent-A-Car | 800-421-6868 | |
| Eurorent Rent-A-Car | 800-521-2235 | MI 800-482-2854 |
| Greyhound Rent-A-Car | 800-327-2501 | |
| Hertz Rent-A-Car | 800-654-3131 | OK 800-522-3711 |
| National Car Rental | 800-227-3876 | |
| Payless Car Rental | 800-237-2804 | |
| Rent-A-Wreck | 800-421-7253 | |
| Sears Rent-A-Car | 800-527-0770 | |
| Thrifty Car Rental | 800-367-2277 | |
| Tropical Rent-A-Car | 800-367-5140 | HI 800-352-3923 |
| Worldwide Rent-A-Car | 800-345-9071 | |

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# Mail Order Catalogs

## Health Products

General Nutrition Corp.
921 Penn Ave.
Pittsburgh, PA 15222

Harvest Health
1944 Eastern Ave. SE
Grand Rapids, MI 49507

L&H Vitamins
3801 35th Ave.
New York, NY 10021

Swanson Health Products
Box 2803
Fargo, ND 58101

Vital Foods
2200 Grand River Ave.
Detroit, MI 48219

## Recordings/Video

BMG Music Service
P.O. Box 91414
Indianapolis, IN 46291

Columbia House Records
1400 N. Fruitridge Ave.
Terre Haute, IN 47811

Express Music
50 W. 17th St.
New York, NY 10011

Video Dimensions
530 W. 23rd St.
New York, NY 10010

Video Shack
244-50 W. 49th St.
New York, NY 10019

## Outdoor Gear/Sporting Goods

The Austad Co.
4500 E. 10th St.
P.O. Box 1428
Sioux Falls, SD 57103

L.L. Bean
35 Casco St.
Freeport, ME 07653

Cabela's
812 13th Ave.
Sidney, NE 69162

Campmor
810 State Hwy. 17 N.
Paramus, NJ 07653

E&B Marine
201 Meadow Rd.
Edison, NJ 08818

Fisherman's Paradise
3800 NW 27th Ave.
Miami, FL 33142

REI
P.O. Box C-88125
Seattle, WA 98188

The Sharper Image
650 Davis St.
San Francisco, CA 94111

West Marine Products
850 San Antonio Rd.
Palo Alto, CA 94303

## Stereo/Electronics

Crutchfield Corp.
1 Crutchfield Park
Charlottesville, VA 22906

DAK Industries Inc.
8200 Remmet Ave.
Canoga Park, CA 91304

Heath Co.
P.O. Box 1288
Benton Harbor, MI 49022

The Sharper Image
650 Davis St.
San Francisco, CA 94111

# 12

# Magazines and Newsletters

## General Interest

*Analog Science Fiction/ Science Fact*
380 Lexington Ave.
New York, NY 10017

*Baby Talk*
636 Avenue of the Americas, 6th Fl.
New York, NY 10011

*Better Homes and Gardens*
1716 Locust St.
Des Moines, IA 50336

*Changing Times*
1729 H St. NW
Washington, D.C. 20006

*Cosmopolitan*
224 W. 57th St.
New York, NY 10019

*Country Living*
6677 Busch Blvd.
Box 26036
Columbus, OH 43226

*Ebony*
820 S. Michigan Ave.
Chicago, IL 60605

*Ellery Queen's Mystery Magazine*
380 Lexington Ave.
New York, NY 10017

*Esquire*
1790 Broadway
New York, NY 10019

*Family Handyman*
7900 International Dr.
Ste. 950
Minneapolis, MN 55425

*55-Plus*
25 Silver St.
Waterville, ME 04901

*Good Housekeeping*
959 8th Ave.
New York, NY 10019

*Harper's Bazaar*
1700 Broadway
New York, NY 10019

*Harvard Lampoon*
14 Plympton St.
Cambridge, MA 02138

*Heavy Metal*
635 Madison Ave.
New York, NY 10022

*House Beautiful*
1700 Broadway
New York, NY 10019

*Isaac Asimov's Science Fiction Magazine*
380 Lexington Ave.
New York, NY 10017

*Jet*
820 S. Michigan Ave.
Chicago, IL 60605

*McCall's Magazine*
230 Park Ave.
New York, NY 10169

*Modern Romances*
215 Lexington Ave.
New York, NY 10016

*Money*
1271 Avenue of the Americas
Rockefeller Ctr.
New York, NY 10020

*Mother Earth News*
80 5th Ave.
New York, NY 10011

*National Geographic*
1600 M St. NW
Washington, D.C. 20036

*National Lampoon*
155 Avenue of the Americas
New York, NY 10013

*The New Yorker*
25 W. 43rd St.
New York, NY 10036

*Newsweek*
444 Madison Ave.
New York, NY 10022

*Penthouse*
1965 Broadway
New York, NY 10023

*People*
1271 Avenue of the Americas
Rockefeller Ctr.
New York, NY 10020

*Playboy*
919 N. Michigan Ave.
Chicago, IL 60611

*Playgirl*
801 2nd Ave.
New York, NY 10017

*Psychology Today*
1 Park Ave.
New York, NY 10016

*Real West*
Charlton Bldg.
Derby, CT 06418

*Retirement Life*
1533 New Hampshire
Ave. NW
Washington, D.C. 20036

*Rolling Stone*
745 5th Ave.
New York, NY 10151

*Saturday Evening Post*
1100 Waterway Blvd.
Indianapolis, IN 46202

*Smithsonian*
600 Maryland Ave. SW
Ste. 500
Washington, D.C. 20560

*Southern Living*
2100 Lakeshore Dr.
Birmingham, AL 35209

*Success*
342 Madison Ave.
New York, NY 10173

*Sunset*
3055 Wilshire Blvd., Ste. 660
Los Angeles, CA 90010

*Time*
1271 Avenue of the Americas
Rockefeller Ctr.
New York, NY 10020

*True West*
Box 2107
Stillwater, OK 74076

*USA Today*
Box 7856
Washington, D.C. 20044

*US News & World Report*
2400 N St. NW
Washington, D.C. 20037

## Business and Professional

*American Journal of International Law*
2223 Massachusetts Ave. NW
Washington, D.C. 20008

*American Journal of Nursing*
555 W. 57th St.
New York, NY 10019

*American Journal of Medicine*
249 W. 17th St.
New York, NY 10011

*American Teacher*
555 New Jersey Ave. NW
Washington, D.C. 20001

*Barron's National Business & Financial Weekly*
200 Liberty St.
New York, NY 10281

*Business America*
14th St. & Constitution Ave. NW, Rm. 48134
Washington, D.C. 20230

*Business Week*
1221 Avenue of the Americas
New York, NY 10020

*Commerce Magazine*
10 S. Broadway
St. Louis, MO 63102

*Computers & Electronical Engineering*
Maxwell House
Fairview Park
Elmsford, NY 10523

*Computerworld*
375 Cochituate Rd., Box 9171
Framingham, MA 01701

*Entrepreneur Magazine*
2392 Morse Ave.
Irvine, CA 92714

*Executive Newsweek*
444 Madison Ave.
New York, NY 10022

*Fortune*
1271 Avenue of the Americas
Rockefeller Ctr.
New York, NY 10020

*Income Opportunities*
380 Lexington Ave.
New York, NY 10017

*Information Management*
1221 Avenue of the Americas
New York, NY 10020

*International Management*
205 E. 42nd St.
New York, NY 10017

*Journal of the American Dental Association*
211 E. Chicago Ave.
Chicago, IL 60611

*Learning*
111 Bethlehem Pike
Springhouse, PA 19477

*Library Journal*
245 W. 17th St.
New York, NY 10011

*Modern Healthcare*
740 Rush St.
Chicago, IL 60611

*Modern Office Technology*
1110 Superior Ave.
Cleveland, OH 44114

*National Real Estate Investor*
6255 Barfield Rd.
Atlanta, GA 30328

*Nursing*
1111 Bethlehem Pike
Springhouse, PA 19477

*Office World News*
645 Stewart Ave.
Garden City, NY 11530

*Pensions & Investment Age*
220 E. 42nd St.
New York, NY 10017

*Prevention*
33 E. Minor St.
Emmaus, PA 18049

*RN*
Box 1010
Oradell, NJ 07649

*Science Digest*
3 Park Ave.
New York, NY 10016

*Science News*
1719 N St. NW
Washington, D.C. 20036

*Secretary*
2800 Shirlington Rd.
Arlington, VA 22206

*Small Business Computer News*
401 E. Rt. 70
Cherry Hill, NJ 08034

*Stock Market Magazine*
16 School St.
Yonkers, NY 10701

*Technology Report*
Mail Station 1W113
Marcus Ave.
Great Neck, NY 11020

*Venture Magazine*
801 2nd Ave.
New York, NY 10017

*Wall Street Reports*
99 Wall St.
New York, NY 10005

*What to Buy for Business*
256 Washington St.
Mt. Vernon, NY 10553

## Sports

*American Hunter*
470 Spring Park Pl., Ste. 1000
Herndon, VA 22070

*American Motorcyclist*
33 Collegeview Rd., Box 6114
Westerville, OH 43081

*American Rifleman*
470 Spring Park Pl., Ste. 1000
Herndon, VA 22070

*Archery*
31407 Outer I-10
Redlands, CA 92373

*Backpacker*
33 E. Minor St.
Emmaus, PA 18049

*Baseball Digest*
990 Grove St.
Evanston, IL 60201

*Basketball Digest*
990 Grove St.
Evanston, IL 60201

*Bicycling Magazine*
33 E. Minor St.
Emmaus, PA 18049

*Boating*
1515 Broadway
New York, NY 10036

*Car & Driver*
1515 Broadway
New York, NY 10036

*Car Craft*
6725 Sunset Blvd.
Los Angeles, CA 90069

*Cruising World*
524 Thames St.
Newport, RI 02840

*Cycle*
1499 Monrovia Ave.
Newport Beach, CA 92663

*Easyriders*
Box 3000
Agoura Hills, CA 91301

*Field & Stream*
2 Park Ave.
New York, NY 10016

*Fishing World*
116 W. Kinzie St.
Chicago, IL 60610

*Flying*
1515 Broadway
New York, NY 10036

*Football Digest*
990 Grove St.
Evanston, IL 60201

*Golf Digest*
5520 Park Ave.
Trumbull, CT 06611

*Gun World*
Box HH
34249 Camino Capistrano
Capistrano Beach, CA 92624

*Hockey Digest*
990 Grove St.
Evanston, IL 60201

*Horseman*
25025 I-45 N., Ste. 390
Spring, TX 77380

*Motorboating & Sailing*
224 W. 57th St.
New York, NY 10019

*Off Road*
12100 Wilshire Blvd., Ste. 250
Los Angeles, CA 90025

*Outdoor Life*
2 Park Ave.
New York, NY 10016

*Runners World*
33 E. Minor St.
Emmaus, PA 18049

*Sail*
Charlestown Navy Yard
100 1st Ave.
Charlestown, MA 02129

*Ski*
2 Park Ave.
New York, NY 10016

*Skin Diver Magazine*
6725 Sunset Blvd.
Los Angeles, CA 90028

*Soccer Digest*
990 Grove St.
Evanston, IL 60201

*Sporting News*
1212 N. Lindbergh Blvd.
Box 56
St. Louis, MO 63132

*Sports Afield*
250 W. 55th St.
New York, NY 10019

*Sports Illustrated*
1271 Avenue of the Americas
Rockefeller Ctr.
New York, NY 10020

*Surfing*
P.O. Box 3010
2720 Camino Capistrano
San Clemente, CA 92672

*Tennis*
5520 Park Ave.
Trumbull, CT 06611

*Western Horseman*
P.O. Box 7980
Colorado Springs, CO 80933

*World Tennis*
3 Park Ave.
New York, NY 10016

*Yachting Magazine*
2 Park Ave.
New York, NY 10016

## Trade and Industry

*Air Progress*
7950 Deering Ave.
Canoga Park, CA 91304

*Air Transport World*
600 Summer St., Box 1361
Stamford, CT 06904

*American Agriculturist*
Box 369
Ithaca, NY 14851

*Audio-Visual Communications*
210 Crossways Park Dr.
Woodbury, NY 11797

*Automotive News*
1400 Woodbridge Ave.
Detroit, MI 48207

*Aviation Week & Space Technology*
1221 Avenue of the Americas
New York, NY 10020

*Boating Industry Magazine*
6255 Barfield Rd.
Atlanta, GA 30328

*Chemical and Engineering News*
1155 16th St. NW
Washington, D.C. 20036

*Chemical Engineering*
1221 Avenue of the Americas
New York, NY 10020

*Civil Engineering*
5285 Port Royal Rd.
Springfield, VA 22161

*Electrical Construction & Maintenance*
1221 Avenue of the Americas
New York, NY 10020

*Electronics*
7200 Wisconsin Ave., Ste. 601
Bethesda, MD 20814

*Heavy-Duty Trucking*
Box W
Newport Beach, CA 92658

*Hoard's Dairyman*
28 Milwaukee Ave. W.
Ft. Atkinson, WI 53538

*Industrial Equipment News*
5 Penn Plaza
New York, NY 10111

*Industrial Research & Development Statistics*
Tunneys Pasture
Ottawa, Ontario
K1A ON9 CANADA

*Mechanical Engineering*
1305 W. Glenoaks Blvd.
New York, NY 91201

*Oil and Gas Journal*
1421 S. Sheridan Rd.
Tulsa, OK 74112

*Professional Engineer*
1420 King St.
Alexandria, VA 22314

*Radio-Electronics*
500-B BiCounty Blvd.
Farmingdale, NY 11735

## Business Newsletters

*Aerospace Daily*
1156 15th St. NW
Washington, D.C. 20005

*Aviation Daily*
1156 15th St. NW
Washington, D.C. 20005

*Bank Letter*
488 Madison Ave.
New York, NY 10022

*Brennan Reports*
Box 882
Valley Forge, PA 19482

*Bullion Report*
201B E. 82nd St.
New York, NY 10028

*Business Aviation*
1 Park Ave.
New York, NY 10016

*Business Owner*
383 S. Broadway
Hicksville, NY 11801

*Business Tax Report*
Bureau of National Affairs, Inc.
1231 25th St. NW
Washington, D.C. 20037

*Business Traveler's Letter*
555 Skokie Blvd.
Northbrook, IL 60062

*Commodity International Advisor*
141 W. Jackson, Ste. 1765
Chicago, IL 60604

*Construction Labor Report*
1231 25th St. NW
Washington, D.C. 20037

*Daily Report for Executives*
1231 25th St. NW
Washington, D.C. 20037

*Dartnell Sales & Marketing Newsletter*
4660 Ravenswood Ave.
Chicago, IL 60640

*Doane's Agricultural Report*
11701 Borman Dr.
St. Louis, MO 63146

*Donoghue's Money Fund Report*
Box 540, 360 Woodland St.
Holliston, MA 01746

*Dow Theory Forecasts*
7412 Calumet Ave.
Hammond, IN 46234

*Effective Executive*
4660 Ravenswood Ave.
Chicago, IL 60640

*Energy Daily*
627 National Press Bldg.
Washington, D.C. 20045

*Energy Resources Technology*
1305 W. Glenoaks Blvd.
New York, NY 91201

*Energy Report*
5 Speen St., Box 955
Framingham, MA 01701

*Entrepreneurial Manager's Newsletter*
180 Varick St.
New York, NY 10014

# 13

# Maps

One evening while sitting in front of a campfire on a remote Pacific beach, a friend and I were discussing the fierce World War II battles that had once raged in the jungles around us. The thought of ditching a plane in the dense jungle made me wince, and I tried to imagine what went through a pilot's mind in the final seconds. First and foremost, he would have thought to locate some type of clearing, we decided, and that's when we hit on the idea of trying to locate a lake in the remote interior of the mountainous island. The mirror-smooth surface of a lake looked a lot more appealing than the ragged jungle terrain, and the thought of finding a splashed Corsair made the task of packing in diving gear seem inconsequential. The next step was to find a topographical map of the island, which turned out to be more difficult than cutting through the dense jungle. It took several months of correspondence between friends and government agencies before we were able to locate the maps we needed. That particular experience taught me the importance of having some key addresses. With the following list of addresses, you can find any map you desire.

**Maps can come in handy when planning adventures such as this island skin diving trip the author took during time off from one overseas position.**

## Defense Mapping Agency

The U.S. Department of Defense maintains maps of the entire world, and their "Catalog of Maps" is a directory for their entire inventory. The catalog is extensive, so it's divided into four general sections that cover airspace, oceans, land structure, and countries. Within these four sections, there are further regional subdivisions, so it's important to specify the continent and country in which you're interested. The sections are as follows: Aerospace, Hydrographics, Topographics, and World—Small- and Medium-Scale Maps. Contact the DMA Office of Distribution Services, ATTN: DDCP, Washington, D.C. 20315. Or phone them at 202-227-2495.

## Earth Science Information Center

The ESIC is part of the U.S. Geological Survey, and they have access to just about any government map in publication. Contact their main office at 507 National Center, 12201 Sunrise Valley Dr., Reston, VA 22092. Or call them at 703-860-6045.

## Map Catalog

The title of this book, *The Map Catalog: Every Kind of Map and Chart on Earth and Even Some Above It*, pretty much says it all. This book is a one-stop source for maps worldwide. It has 256 pages and costs $16.95. You can order it from Vintage Books, 400 Hahn Rd., Westminster, MD 21157. Or call 301-848-1900.

**Author Dennis Riley on the tourist submarine for which he was employed as an exhibition skin diver in Saipan, Mariana Islands.**

# About the Author

Dennis Riley began his overseas career at age eighteen and has spent the past twenty years working and traveling in Saudi Arabia, Kenya, Greenland, Malaysia, Thailand, Mariana Islands, Seychelles, Switzerland, Philippines, Japan, Marshall Islands, Johnston Island, Guam, Canada, England, Mexico, and Alaska as an experienced salvage diver and power engineer. Mr. Riley now has plans to settle in a remote area of the northwestern United States.